

POSSIBLE TEST ACCOMMODATIONS

The Disability staff anticipates that this student might request test or quiz accommodations for your class. This might occur at any point in the semester.

All test/quiz accommodations are initiated by the student--not the instructor--through the LAL.

You will be sent a form indicating the approved testing accommodations. Should this student ask for any special test considerations and you have not received the form, please immediately refer the student to the LAL.

We are informing you of the potential for test/quiz accommodations now to assist you in planning ahead.

Our process requires students to contact us one week before each test or quiz. This gives us time to communicate with you regarding test conditions and arrangements for delivery of the test. We realize that you may find it necessary to announce some tests/quizzes with less than a week's notice. In that case, we'll make every effort work with you in order to meet the College's obligation to the student.

Once a student has requested a test accommodation, a notification will be sent to you by an LAL staff member. Using your college e-mail address, you will be asked to respond by e-mail with the following:

Time allowed for class to take test;

If student needs to report to class on test day;

Conditions for the test;

Delivery of test.

ALL TESTS ARE HELD IN THE LAL FOR PICK-UP.

If you use Blackboard for any of your tests, please contact Jeff Peters, eLearning and Support; JPeters@monroeccc.edu (384-4129) so that he can assist you regarding "the timer" when "extended time" is an approved accommodation.
