**FACULTY INFORMATION FOR TEST ACCOMMODATIONS**

When Disability Services approves a test/quiz accommodation, you receive an e-mail from Administrative Assistant for the LAL, Jane Clevenger. The subject line reads “TEST ACCOMMODATION”. If you have questions or concerns, please call the LAL 734.384.4167 and ask to speak to a disability counselor. Please do not discuss the accommodations with the student or negotiate any alternate arrangements for taking the test.

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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.

With the exception of extended time, adaptive equipment and reader/scribes, we want to administer the test using the same conditions that you use with your class. In order to proceed, we need you to answer the questions contained in the body of the e-mail (time allowed, student needing to report to class, any materials that can be used and delivery of the test.)

Delivery/Pick-up of Test:

Depending on the nature of the test and your preference, tests may be delivered in person, faxed or sent electronically using a Microsoft Office product. Please be certain that the test contains your name, student’s name, class and date of test. If delivering in person, please hand the test to an LAL staff member at the “Information” area so that the test can be placed in a designated locked cabinet.

FOR SECURITY PURPOSES, UPON COMPLETION, ALL TESTS ARE HELD IN THE LAL FOR PICK-UP BY THE INSTRUCTOR.

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