

## TEST ACCOMMODATIONS

When Test accommodations is checked on the MCCC Approved Accommodations Form, the student has registered with the Disability Services Office and is approved for test or quiz accommodations in your class. This can occur for any test or quiz at any point in the semester.

**If testing will occur online, please extend test time for the student as indicated on the Approved Accommodations form for the ENTIRE semester as soon as you receive their accommodations notification. Only students taking tests in the Testing Center need to submit a test accommodation reservation.**

Students are required to electronically submit their reservation for each test/quiz (they would like to take in the Testing Center) using the Disability Service's Test Accommodation Reservation Form located on the College's web site. Once the student has submitted their reservation, the instructor will be sent an e-mail requesting the test conditions. The Disability Services Office encourages students to submit their test accommodation reservations 3 business days prior to the test/quiz date. Reservations submitted with less than 3 business days' notice may NOT be able to be scheduled in the Testing Center with all approved accommodations. If we are unable to schedule the test in the Testing Center, the College is still obligated per the ADA mandates to provide extended time accommodations. Please contact our office to discuss options.

We realize that you may find it necessary to announce some tests/quizzes with less than 3 business days' notice. In those cases, we will make every effort to work with you in order to meet the College's obligation.