

Academic Achievement Center (AAC) Guidelines for Testing Accommodations

- 1) Please **schedule** all exams at least **48 hours in advance** (x2166) or e mail request to Sarah at coxsar@aquinas.edu
- 2) You must schedule your exam for the same time that the class will be taking the exam unless given special written permission by the instructor.
- 3) The exam must be concluded by 5:00 PM.
- 4) Arrangements for evening class exams may be arranged through the Instructor and Disabilities Coordinator in AB 2. (generally taken during the day)

AAC Disability Services Proctoring Checklist

Section A (to be completed by student)

Student's Name _____ Semester /Yr _____

Phone/ext. _____

Check the accommodation(s) that apply according to your documentation:

- | | |
|--|---------------------------------|
| <input type="checkbox"/> distraction-free test space | <input type="checkbox"/> reader |
| <input type="checkbox"/> time-and-a-half extended time | <input type="checkbox"/> scribe |
| <input type="checkbox"/> use of word processor (offline) | <input type="checkbox"/> other |

Section B (to be completed by instructor)

Instructor Name _____ Course/Level _____

Instructor Signature _____ Date & Time of Test _____

Campus ext. _____ Phone _____

Format of exam (check all that apply): Multiple Choice Short Answer/Essay

Time (Hours/Minutes) allowed for exam in regular class: _____:_____

Exam Conditions: Instructor Authorizes

Yes No

Scrap paper	<input type="checkbox"/>	<input type="checkbox"/>
Calculator	<input type="checkbox"/>	<input type="checkbox"/>
Dictionary/Sp. Check	<input type="checkbox"/>	<input type="checkbox"/>
Notes/Formulas	<input type="checkbox"/>	<input type="checkbox"/>
Open Book	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain below)	<input type="checkbox"/>	<input type="checkbox"/>

Please drop exam:

- 1) Bring to Room A2 (locked box on door)
- 2) email to Coxsar@aquinas.edu at least 24 hours in advance.

Delivery: _____

Instructor will pick up _____

Intercampus mail (sealed and stamped) _____

Other _____

for questions contact S. Cox at x2166 or coxsar@aquinas.edu