**Fitchburg State University Disability Services**

**Policies & Procedures for Testing Accommodations**

* Accommodations for exams must be requested every semester. Please schedule an appointment to meet with the Director of Disability Services at the beginning of each semester to request Testing Accommodations. One agreement form per class is required.
* Once you have met with the Director of Disability Services and have your accommodation forms, take your letters to each professor. Meet with your professors within the first two weeks of class, preferably during their office hours, to discuss your test accommodations. Your instructor can also proctor the exam, with the accommodations outlined on your Agreement. Professors are not obligated to allow accommodations without an agreement.
* Make sure your professor completes and signs the Testing Accommodation Form. This form must be returned to Disability Services before your exam.

**Scheduling Exams with the Disability Services Office**

**\*\*\*\*Phone number, office location, and the testing email address are listed at the end of this document.\*\*\*\***

* Exams will be administered Monday through Friday between the hours of 8:00 am and 4:00 pm, or by special arrangement. All exams are administered in Disability Services unless otherwise arranged. The Disability Services office will administer exams by ***appointment only*** with 7 days advance notice.
* It is your responsibility to provide your professor with the Faculty/Student Testing Accommodation Agreement.
* A request for alternate test materials must be made when scheduling the exam. Please fill out an alternate materials request form.
* **PLEASE NOTE: If the accommodation is not requested in a timely manner, and the form is not signed in a timely manner, the professor and Disability Services are not responsible for scheduling the exam per your request**. Instead you may receive test accommodations that do not include all of your preferences or your professor may proctor your exam.
* It is your responsibility to insure the return of the accommodation form to Disability Services.
* The Disability Services office does not guarantee the provision of testing services for incomplete or late requests.
* Students are expected to begin the exam at the same time as your class time. If you are late, the following alternatives may apply.
  + You may take the test using the remaining time.
  + You may reschedule the exam in order to receive the full allotted time, with instructor approval.
* CHANGES/CANCELLATIONS to the Faculty/Student Alternative Testing Agreement, (e.g. notes permitted, open book, additional time, rescheduling time and/or date of the exam due to illness or an emergency etc.) are only permitted with WRITTEN PROFESSOR APPROVAL. All of the above require notification to both the Disability Service office and your instructor via phone, email, or a note written and signed by your professor. **If an exam is cancelled or reschedule by the professeor, please notify the Disability Services Office.**
* Students must notify Disability Services Office if they will be more than 15 minutes late. Continual tardiness will be documented and if late more than 3 times during the semester, consequences apply.
* Final exams are administered during finals week. Please schedule your exams 7 days in advance.

**Taking the Exam**

* Only testing materials are allowed in the testing rooms. All other belongings, including but not limited to, coats, purses, backpacks, cell phone and all other electronic devices, etc. are secured in the Disability Services Office.
* When suspected or confirmed cheating, the exam is stopped, documented and reported to the instructor.
* Students are expected to uphold the intergrity of the examination process and are subject to procedures for academic dishonesty as outlined in the Fitchburg State University Student Handbook.\*

STUDENTS ARE EXPECTED TO UNDERSTAND AND FOLLOW THE ABOVE GUIDELINES. STUDENTS WHO VIOLATE THESE GUIDELINES MAY HAVE SERVICES SUSPENDED.

\***Academic Dishonesty Policy**

Academic dishonesty in all its forms, including cheating, fabrication, plagiarism, and the facilitating of academic dishonesty by aiding and abetting any of the aforementioned, is not tolerated at Fitchburg State University.

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Disability Services

Hammond Building Room 308

978-665-4020

[testing@fitchburgstate.edu](mailto:testing@fsc.edu)

Please leave the following information in your message or email

1. Your name
2. A phone number where you can be reached
3. Your class name
4. The name of the professor
5. The time, day and date of the exam
6. Whether you need to reserve a computer for the exam