

## Scheduling Tests with Accommodations

### Office of Accessibility Resources (OAR)

To schedule accommodative testing, you have three options: **schedule online** <https://oartrack.mvcc.edu:8443/>; **come to the Office** of Accessibility Resources (WH Learning Commons, Room 129E in Utica or PC 102G in Rome) or **call 315-792-5644 (Utica office)** between the hours of 8:00 a.m. and 5:00 p.m. or **315-334-7744 (Rome office)** between the hours of 9:30 a.m. and 3:00 p.m. We will set up a time for you to take your test and communicate this information to your instructor via e-mail.

We need at least 3 school days' notice to schedule tests (see chart on reverse side of this page.) This means that if you wait until the day of, or a day before a test to try to schedule it, you may have to take it in class. For final exams, you must schedule at least one week before the first day of finals.

You may need to contact the office if:

- The professor notified you less than three (3) school days before the test
- The test is in an evening class
- The Accommodative Testing Form says to contact us due to inability to schedule
- The test is a quiz or final exam

Understanding your accommodations and the class expectations for the test is helpful. Below are some questions you should have answers when you come schedule and for when you take the test. We will ALWAYS ask you the first two:

- **What is the date of the test?**
- **Will students be given the entire class period to take the test?**
- If not, what else will happen in class, at what time?
- What type of test will it be? (essay, short answer, multiple choice, etc.)
- How many questions will it have?
- How much time do you (the student) think you will need to complete the test?
- What type of accommodations will you (the student) need for this test?

Our testing policy has not been devised to make things difficult for students, but rather, to help make the process go more smoothly and to allow enough time for us to do the following:

- Schedule a space to take the test
- Make any special arrangements for equipment or alternate format materials
- Get the necessary notification to the instructor
- Get the test delivered to the office by the instructor

Thank you in advance for doing everything you can to assist us, so that we can do the best possible job assisting you.