

From the Office of Accessibility Resources: Testing Accommodations

As the task of administering tests gets bigger and bigger (and it does), it gets harder and harder for us to do the good job our students deserve, and almost certainly, harder and harder for many of you to figure out what it is we would like you to do. Hence, this list of “pleases.”

Please...

*Monitor your MVCC e-mail account on a daily basis.

Given our tight turn-around time, this is essential for this process to work as it should.

*Fill in and submit the completed online testing form as soon as possible after receiving it.

This lets us know you know about the test – and should therefore eliminate at least one communication from our office. It is important to let us know if notes, open book or other special instructions are allowed.

*Submit tests to Disability Services as soon as possible.

Many tests need to be scanned and prepared by a variety of software and steps to be read by the computer, a lengthy process.

*Whenever possible, e-mail tests to oar@mvcc.edu (Utica) romedisability@mvcc.edu (Rome)

E-mailed tests don't need to be scanned.

Never e-mail a test to an individual disability office employee.

*Don't use interoffice mail to send tests.

During busy times, we may not get to mail immediately.

*Do not subvert our testing policies by telling students who have missed our scheduling deadline that they can take their tests later than the rest of the class.

As adults they must be able to make timely arrangements to have their disability-related needs met, as well as to schedule appointments and meet work and other deadlines. When taking the test at the same time as the class the potential for the desire to cheat is limited. We attempt to keep the testing environment similar to the other students.

*We will always ask for confirmation before allowing a student to reschedule a missed test.

Please treat our students exactly as you would students who don't have a disability.

*We will always ask for confirmation from you if a student tells us you gave less than 3 days notice regarding an upcoming test.

If the student is correct, of course we will not hold him or her to the 3-day deadline. The 3-day deadline indicates our scheduling needs which are not easily modified when coordination of proctors, test preparation and room design is all figured into the upcoming days.

For more information regarding disabilities, and office please go to the office web page:

<https://www.mvcc.edu/accessibility-resources/>