EXAM PROCEDURE

Office of Disability Services
Shippensburg University

• The automated system will notify your professor, however it is YOUR responsibility to notify your professor, either face to face or by e-mail of your intent to test in Horton Hall prior to scheduling your exam with Disability Services.

• To be assured of exam accommodations, you MUST make arrangements at least 2 work days before the test. You may schedule your exams 2 weeks prior to the test. Schedule early, do not wait until the last minute
  - Schedule your exam in person between the hours of 8:00 – 4:30, Monday - Thursday
  - Without prior arrangements, exam accommodations will not be provided.

• If you are taking the exam in the ODS: you MUST schedule your exam IN PERSON.
  - Schedule the exam with a staff member on the 3rd floor of Horton Hall.
  - You may schedule up to 2 weeks in advance

• The latest you can start an exam is 2:00 and you must be finished by 4:30
  - You MUST take your exam the same day as the rest of the class.
  - You MUST take the exam the same time as your class EXCEPT:
    ▪ if you have a class right before and one right after right – may move time.
    ▪ If you have a class immediately after ‘test’ class; move test 1 hour earlier
    ▪ Any class 3:30 or later

• Information needed to schedule exams includes:
  - FULL name
  - Professor’s FULL name
  - Department name/Course #
  - Length of class
  - Day and date of the exam
  - Start time (between 8:00-2:00)
  - Reader? Scribe? Laptop?
  - Exam to Disability Services – how? (you MUST check with professor, this is not your choice)
  - Exam return to professor – how? (you MUST check with professor, this is not your choice)

• You will NOT be permitted to test in Horton Hall if you fail to follow this procedure.

I have read and understand the exam procedure.

________________________________________________________________________
Student Signature ____________________________ Date

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Reviewed 8/2016