SCHEDULING AN EXAM APPOINTMENT WITH OAR

The Office of Accessibility Resources (OAR) helps to coordinate and proctor exams to be taken in our testing suite for students who are eligible for extended test time and a distraction-reduced, alternate testing location. While OAR is happy to provide this service, we ask students to be responsible in following the procedures noted below so that we can preserve the integrity of exams and operate with better efficiency.

BEFORE YOU MAY SCHEDULE ACCOMMODATED EXAMS:

- You should have requested that your faculty Accommodation Notification Form be emailed to your Ship email. If you have not done so, submit an Accommodation Notification Form request via the OAR website (www.ship.edu/oar/forms) or stop by OAR at your convenience to request in person (8:00-4:30, Monday-Friday).
- You should have provided a copy of your Accommodation Notification Form to your professor(s). Accommodated tests cannot be arranged until you have notified your professor(s).
- You should meet with your professor(s) early in the semester – preferably during the professor(s)’ office hours to ensure privacy – to deliver your Accommodation Notification Form and discuss accommodation needs. Discuss and take note of the professor(s)’ exam preferences, including how exams will be delivered to OAR and returned to professor, as applicable.

SCHEDULING WINDOW:

- All exam appointment requests must be submitted – either online (www.ship.edu/oar/forms) or in person at OAR – AT LEAST THREE (3) WORK DAYS PRIOR TO THE TEST DATE! Late appointment requests will not be processed.  
  **Don’t wait until the last minute, and remember that weekends don’t count!**
- Exam appointments may be scheduled up to 2 weeks in advance.

TIMING:

- You must take your exam the SAME DAY and at the SAME TIME as your class.
- If you need to adjust your start time based on your class schedule or other conflicts (e.g., back-to-back classes, classes during hours that OAR is closed, etc.), you should seek approval to adjust exam times directly from your professor in advance of scheduling your appointment.

INFORMATION YOU NEED TO PROVIDE TO OAR WHEN SCHEDULING EXAMS:

- Your info [FULL name, Ship email address]
- Your professor’s info [FULL name, email address]
- Your exam info [course number/section, day/date, start time, length of class]
- Your accommodation needs, as applicable [exam reader, scribe, adaptive technology, etc.]
- Your technology needs [computer access, programs, D2L, etc.]
- How will exam be delivered to ODS? [discuss with professor in advance]
- How will exam be returned to professor? [discuss with professor in advance]

BE AWARE THAT FAILURE TO FOLLOW SCHEDULING PROCEDURES MAY RESULT IN YOUR NOT BEING ABLE TO TAKE YOUR EXAM AT OAR!

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