Procedures for Access-Ability Services Administration of Tests With Approved Disability Accommodations

Student’s Responsibilities:

1. Submit your Letter of Disclosure to the professor for the current semester at the beginning of the semester.

2. Make a reservation to take the test at Access-Ability Services (A209) a minimum of 7 days prior to the scheduled test.

3. Complete your portion of the Exam Administration Form, Sections 1, 2, and 5. Submit the form to the professor a minimum of 7 days prior to the scheduled test.

4. Arrive at Access-Ability Services on time. Leave ALL personal belongings in the Reception Area while you take the test (example; cell phone, book bag, books/notebooks, jackets, hats, purses, etc.).

5. Hand in test responses as soon as the approved extended time has elapsed even if you have not completed the test. Submit all pre-writes, calculations, and/or approved notes with the completed test.

6. Follow the tenets of academic integrity.

7. Once you leave the test site, you can no longer have access to your test.

Professor’s Responsibilities:

1. Review the student’s Letter of Disclosure to verify test accommodations.

2. Complete your portion of the Exam Administration Form, Sections 3, 4 and 5.

3. Please submit the Exam Administration Form and the test at least 48 hours prior to Access-Ability Services administration of the test. Please submit any additional required materials.

4. Retrieve the completed test from Access-Ability Services within 48 hours.

   For additional information/questions/concerns, please call 860.768.4312

Access-Ability Services Hours of Operation: Monday – Friday 9 am-4 pm

Thank you, in advance, for collaborating with the Access-Ability Services, Auerbach Hall, Room 209
ACCESS-ABILITY SERVICES
Exam Administration Form

Section 1: Student Information – STUDENT COMPLETES
(all information must be completely filled out)

Student name ___________________________ Cell Phone ___________________________ Email ___________________________

Section 2: Course and Instructor Information – STUDENT COMPLETES

Course ___________________________ Instructor Name ___________________________

Instructor Phone # ___________________________ Instructor Email ___________________________

- All exams are to be taken during the scheduled time of the course unless an alternate time is necessary.
- Access-Ability Services (AS) does not accommodate travel plans, work schedules, or other appointments.
- The Access-Ability Services is available to administer exams M-F 9:00-4:00 pm.

Date of Exam in Class: ___________ Time of Exam in Class: ___________ Time allocated for exam ___________

Date of Exam in AS: ___________ Time of Exam in AS: ___________

Section 3: Exam Information – INSTRUCTOR COMPLETES

Please provide the phone # that we can contact the instructor at during exam: ___________________________
(phone number will be kept confidential)

Materials Allowed: (check all that apply)

☐ No Materials allowed ☐ Open Book ☐ Open Notes ☐ Notecards # ___________

☐ Calculator ☐ Formula Sheet ☐ Other ___________________________

Section 4: Exam Delivery and Return Information - INSTRUCTOR COMPLETES
(Access-Ability Services staff cannot pick up or deliver exams, nor will exams be returned via campus mail)

How will you deliver the exam? How would you like the exam to be returned?

☐ E-mail to odonovan@hartford.edu AND trcarlson@hartford.edu ☐ AS emails to ___________________________

☐ Instructor/TA will deliver to AS ☐ Instructor/TA will pick up from AS ___________________________

Section 5: Signature Verification – STUDENT AND INSTRUCTOR COMPLETE

Student Signature ____________________________________________________________ Date ___________/ ___________/ ___________

Instructor Signature ____________________________________________________________ Date ___________/ ___________/ ___________