

# GUIDELINES FOR EXAM ACCOMMODATIONS

**Otis College of Art and Design  
Students with Disabilities Services  
Student Resources Center  
Phone: (310) 846-2554 Fax: (310) 665-9158**

The following guidelines are for students who are determined eligible for exam accommodations. Instructors are encouraged to provide testing accommodations within the classroom; however, if your instructor is unable to provide appropriate accommodations, you may schedule your tests at the Student Resources Center.

1. Request and pick up “Notification Letters” and “Request for Proctoring Services” forms from Students with Disabilities Services at the beginning of each semester.
2. Meet with each of your instructors to discuss the accommodations you require. If you need to have your exam proctored at the Student Resources Center, you must complete the Request for Proctoring Services form with your instructor. Your instructor must approve the Request for Proctoring Services form including the scheduled time and date of exam, and listing the materials, if any, you will be allowed to bring and use during the exam.

*Note: Do not leave form with instructor to be filled out. It is your responsibility to fill out and return this information to Students with Disabilities Services.*

3. Students who have exams that include graphs, charts, diagrams, illustrations, or audio / video components (i.e. a painting on an overhead, or an excerpt from a piece of music in a Liberal Studies course) are responsible for communicating with instructors about providing appropriate alternatives for those items.

Reasonable alternatives include:

- The instructor providing an audio tape to the Student Resources Center proctor for playback of music.
- Providing an audio tape of a portion of the exam (i.e. to describe a graph or an illustration).
- Testing within the instructor’s department, in which case the instructor would still be proctoring the exam.
- Providing a printout or CD with images that will be shown on the computer, use of the DID.
- Providing a qualified reader (i.e. identified by instructor and qualified in subject area).

4. As soon as difficulty arises (e.g. cannot get appointment with instructor, scheduling conflict, instructor questions legitimacy of accommodation, or the accommodation is not effective) contact Students with Disabilities Services immediately for assistance.
5. Return the “Request for Proctoring Services” form to Students with Disabilities Services ***no later than one week prior to the date of the exam.***
6. If valid circumstances require a change in your exam schedule, please indicate this on your Request for Proctoring Services form. Students with Disabilities Services may not be able to accommodate students who request final exams to be scheduled or changed with less than one week’s notice.

***NOTE: “Request for Proctoring Services” forms with test dates “To Be Announced” or left blank will not be accepted.***

7. To cancel an exam, contact Students with Disabilities Services as well as your instructor. To reschedule an exam after canceling or being a no-show, a second “Request for Proctoring Services” form must be completed.
8. Arrive at the Student Resources Center at least ten (10) minutes prior to the start time of exam and begin exam at the scheduled time. Students will not be permitted to study during their scheduled exam time. ***Your instructor will be notified of late arrivals and no-shows.***
9. During the exam, you will be allowed to bring and use only the materials that have been indicated by the instructor on the “Request for Proctoring Services form.” Leave all unauthorized materials, including jackets, backpacks, cell phones, etc. in a secure location.
10. Should you encounter any difficulty or other concern during your exam, please inform a proctor immediately.
11. Students accommodated with exam proctoring at the Student Resources Center are expected to adhere to the College’s policies regarding academic honesty, including those outlined in the Student Handbook. Please be advised that the Student Resources Center will report any cheating directly to the professor.

***Note: Students with Disabilities Services is responsible for proving reasonable accommodations in a timely manner. Noncompliance on the part of the student with the above stated guidelines and with other***

***Students with Disabilities Services policies and procedures may result in delays in or denial of the provision of accommodations.***

I have read and understand the above-outlined policies, and I agree to follow them in order to receive exam accommodations.

\_\_\_\_\_  
Student's Name (print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date