



Disability Resources
100 College Drive
Allentown, PA 18104
610-606-4628
fax: 610-606-4673

Accommodated Testing in Academic Services

Accommodation letters, for students with disabilities, will be sent directly to your instructors before classes begin each semester. You will receive copies of these letters. If you are approved for accommodations any time after the semester starts, the letters will be sent at that time. If you add any courses to your schedule (during add/drop, an accelerated II session class etc.), please notify us immediately so that additional letters may be sent to those instructors. **It is your responsibility to have a confidential conversation (in-person, via email) with each of your instructors regarding your accommodations, which accommodations you plan to use for each course and how the accommodations may be implemented.**

Instructors are encouraged to provide testing accommodations directly to students who are approved for them. However, if your instructor is unable to provide you with testing accommodations (due to space/time limitations etc.) the instructor may advise you to take your test/quiz in Academic Services. You may then make an appointment to use our testing space. **Please note that we require at least 24 hours notice for testing appointments so that the instructor has time to provide the exam to us.** In addition, **if you are requesting an exam time that is outside our normal business hours (8:30 a.m. to 4:30 p.m.), please provide 48 hours notice and call Academic Services (610-606-4628) for approval.** While we may attempt to accommodate last minute requests, it may not be possible due to space and staffing related issues. Please note that copies of your requests are sent to both Academic Services (for the appointment to be scheduled) and to your instructor so that they may approve/disapprove your scheduled testing day/time and provide Academic Services with the exam in time for you to take it.

To make testing appointments in Academic Services, please log into MyCedarCrest, select Current Students (top menu), select Academic Services (left menu) and then select Disability Resources (left menu). You will see the heading **Accommodated Testing Appointment Request** at the top right. Please read the information and click "Continue to Form". Please then read the testing instructions and policies, click in the "I Agree" check-box and select "Continue to Form". You will then need to complete the form and select "Submit".

Tests/quizzes should be scheduled at the same time your class is taking them, unless you have a scheduling conflict due to extended time or have an evening/weekend class. You will need to arrive on time, at your scheduled time, for your exam/quiz appointments. If you do not arrive on time, Academic Services staff may not be able to administer the exam/quiz.

A department, instructor or staff member may outline items you are allowed to bring to and exam or use during an exam. Generally, all electronic devices (including cell phones), unless otherwise specified by the instructor, are prohibited and it is your responsibility to make sure you do not have these or other prohibited items in your possession during exams. You will be provided a locker in which to store all belongings besides those items the instructor permits for the test/quiz. During testing in Academic Services, we also expect students to follow the Honor Code which can be found in the Student Handbook at:

<http://www.cedarcrest.edu/residencelife/documents/2015-2016StudentHandbook.pdf>.

Please note that as of Fall 2019-2020, Academic Services will be actively video monitoring and recording testing sessions in our testing area. Upon request, instructors may view recorded video to ensure testing integrity.