



## **Policy for Extended Time on Tests**

Center for Academic Success and Achievement  
Disability/Access Services

Receiving extended time on tests and quizzes is the most frequently requested accommodation of students on the Registry for Students with Disabilities. Students whose documented disabilities interfere with their ability to sit for a quiz or exam under traditional course circumstances may take their quizzes or exams at CASA. Accommodations are determined on an individual basis, taking into account need and the nature of the disability.

Even if you qualify for extended time, you are not obligated to take a test or quiz at CASA! Several professors will allow you to have sufficient time in the classroom or in a nearby office. If the professor prefers that you take a test at CASA, then YOU must arrange to have the test brought to CASA at least 24 hours in advance.

CASA administers quizzes and exams Monday through Thursday, 8:30am – 6pm (students should be finished with their exams by 6pm, **advanced notice is required for exams ending after 4:30 or for those with a 4:30 start time**) and Friday, 8:30am – 4:30pm (students should be finished with their exams by 4:30pm).

**Whenever possible, students should take their exam at CASA at the same time as the rest of their class.**

**For each and every test or quiz taken at CASA, students must:**

1. Obtain a Testing Authorization Form. Testing Authorization forms are available on the CASA website and in the Access/Disability Services Office.
2. Fill out all requested information.
3. Submit the Form to the course instructor 5-7 days prior to the test.

Faculty members will make arrangements for the delivery of the exam to CASA.

### **Sitting for a quiz or exam at CASA**

When students arrive to take an exam at CASA, they must check in with the Access/Disability Services Office. To ensure integrity of exam,

- all test materials, including calculators if accommodations allow, will be checked by staff prior to the start of the exam.
- once a student begins an exam, they will not be permitted to leave the room without permission until the exam is completed.
- cell phones, smartwatches, bags, etc. are not permitted in the testing room.
- students who are more than a half-hour late of the scheduled start time will not be administered the exam without approval of the instructor.