



University Testing Services Accommodated Testing Policy and Procedures

As per the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 students have a right to accessible examinations including appropriate auxiliary aids and services. The following are reasonable guidelines determined by University Testing Services in collaboration with Student Disability Services.

STUDENT'S RESPONSIBILITIES

1. Discuss your accommodated testing requirements with each instructor at the beginning of the semester.
2. Request accommodated testing services, at least **two business days** in advance, by contacting University Testing Services (UTS).
3. Students who **contact UTS less than 48 hours in advance** will be scheduled upon availability of a proctor and appropriate testing facilities.
4. Testing appointment should be made for the same time the class is taking the test unless another test time has been approved in advance by the professor.
5. Make your testing appointment early enough to ensure your test will be completed before closing time. See testing hours below. Discuss any scheduling time conflict with your professor.
6. Ask your professor to send your exam to Testing Services at least 24 hours before your appointment.
7. On your test date, bring only items specified by the professor. All other belongings (e.g., backpacks, notebooks, cell phones, iPods, etc.) will be stored in the University Testing Services until your exam is completed.
8. Bring your UIW student I.D. card. An alternate picture I.D. is acceptable.
9. Extended testing time is only applicable for TIMED exams. Students must have this accommodation listed in the official letter of accommodations (LOAs).

FACULTY RESPONSIBILITIES

1. The Office of Student Disability Services requires all students to discuss their accommodated testing requirements with each instructor at the beginning of the semester.
2. University Testing Services (216 Adm. Bldg.) must have access to the exam at least 24 hours before the test date.
3. If delivering test in person, complete a **Testing Instructions for Accommodated Exam form** at the main desk.
4. Faculty can also submit exams and instructions online: <https://my.uiw.edu/testingservices/make-up-exams/make-up-exam-instructions-form.html>
5. Upon completion of the exam, University Testing Services staff notifies instructors via e-mail.
6. Pick up the completed exam and sign the **Testing Instructions for Accommodated Exams form** to verify receipt.
7. Upon request, exams can be e-mailed or faxed to faculty.

TESTING HOURS: Academic Year & Summer: Monday to Friday 8:30 a.m. to 3:00 p.m.

OFFICE HOURS: Academic Year & Summer: Monday to Friday 8:00 a.m. to 5:00 p.m.

For questions contact **Matthew Gonzalez, Coordinator of University Testing Services**, 216 Administration Building, phone: 210-283-6327 or 210-829-3876, e-mail: mgonza17@uiwtx.edu

This document is available in alternate format upon request to Student Disability Services.

Student Disability Services, Administration Building – Suite 51, CPO# 295, (210) 829-3997 or (210) 829-3928

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