

TESTING ACCOMMODATIONS GUIDELINES

Providing testing accommodations to students registered with the Office of AccessABILITY is a shared responsibility between the AccessABILITY staff, faculty, and students.

Student Responsibilities

- Students needing testing accommodations should complete a [Testing Accommodation Form \(PDF\)](#) for each exam.
- The Testing Accommodation Form (TAF) must be submitted at least two weeks before the test date to enable the office to make appropriate arrangements.
- Exams mainly proctored at our central location (North 300) unless other information is communicated by the testing staff.
- Students are responsible for making all necessary arrangements to ensure timely testing accommodations or discuss substitute dates for exams they may miss.
- In case of lateness or absences, students must call the testing staff at least 24 hours before the scheduled test date.
- In case of lateness, students will only be given the remainder of the allotted time, as indicated on their Testing Arrangement Form (e.g., if an exam is scheduled from 2:00 to 5:00 pm, and you arrive at 3:30, you still only have until 5:00 pm to complete the test).
- All missed exams will be returned to the department.
- The exam may be rescheduled upon the instructor's approval and proof verifying that the absence was medical/disability-related.
- Students should refer to the course syllabus for specific information regarding missed and make-up exam policies.
- Only paper and pencil/ pen are allowed in the testing room. Unless your instructor notes on the TAF, we do not allow cell phones, calculators, textbooks, notebooks, class notes, smart watches, or other electronic devices into the testing areas.

Faculty Responsibilities

- Please add exam dates on your class syllabus to allow students time to arrange for special accommodations in advance.
 - A minimum of two weeks is needed to secure a proctor, reader or scribe to facilitate testing.
 - Faculty must assist the student in completing the TAF by adding the exam date, the time allowed for testing, drop off and pick up information and list anything they may allow during the exam before signing and returning the form to students.
 - All exams should be dropped off or emailed 24 hours before the scheduled test date.
 - Please bring exams to the Access & Technology Center Room 300, North Building. You may also email your exam to the testing staff at acesstesting@hunter.cuny.edu.
 - If the instructor fails to deliver the exam to the office on time or at all, they are responsible for administering the accommodated exam to the student or arranging a substitute date with the student and office.
 - For assistance with this process or if you require further information, please get in touch with the Testing Office at [212-650-3582](tel:212-650-3582).
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Office of AccessABILITY's Responsibilities

- All completed Testing Accommodation Forms (TAF) are processed two weeks before the test date, and a proctor and location will be assigned accordingly.
- All received exams are kept in a secure envelope and location, and will only be opened at the examination time.
- All exams are administered during regular class and exam dates and hours unless otherwise arranged with the instructor.
- In case of possible conflicts with other class hours, which may interfere with the students' accommodations, or in case of medical emergencies, an alternative time and date may be proposed by the student or AccessABILITY.
- Upon completion of exams, the instructor may choose to pick up the exam or request our office to email it back to them.