



Student Disability Resources

Instructor Administered Test Adjustment Procedures

Fifty percent additional time, alternate test formats, and/or a separate room for tests and/or quizzes are administered by the course instructor

Students **must do the following** to receive test accommodations **through their instructor**:

- **Schedule** a private meeting with the instructor
- **Present the academic adjustment letter** to the instructor as soon as it is received from Student Disability Resources
- **Discuss the test adjustments** stated in the academic adjustment letter
- **Make arrangements with the instructor** for every test or quiz requiring test adjustments (i.e., if you need a quiet separate room for testing, discuss how this will occur)
- **Leave the meeting with an understanding of the arrangements** for test adjustments
- **Notify** the instructor at **least four (4) working days prior to every test or quiz** in order to arrange test adjustments

Note: The instructor is not required to provide test adjustments unless the student has presented a current academic adjustment letter and has discussed the arrangements for the test adjustments. Instructors are not required to honor last minute requests.

SDR relies on instructors to provide testing space for students requiring 50% extended time accommodation because SDR has limited test space that is dedicated to students requiring additional test accommodations (e.g., 100% time, and/or assistive technology). Acceptable spaces may include an available classroom, a study room in a library, a conference room, or an instructor's office.