

The University of Virginia's College at Wise

Disability Services Testing Guidelines

1. Students must meet with instructors to discuss testing accommodations and to get a signature on the Faculty Accommodation Notice.
2. Testing forms must be submitted 3-5 days prior to scheduled test. A web form is available online at www.uvawise.edu/ada/forms and paper copies are available in Disability Services (DS). Instructors are not responsible for turning in these forms.
3. Disability Services reserves the right to deny requests in situations where there is insufficient time to provide proctoring services or where there is no valid documentation supporting such requests.
4. Students are not allowed to change the time of the test from that of the instructor's scheduled time, unless written permission from the instructor is provided.
5. Students who miss a scheduled test must contact the instructor and DS for further instruction. The missed test will not be given without permission of the instructor.
6. Students should notify DS if a test is cancelled, if a test is rescheduled, or if they intend to take the test in class, or if they drop a class.
7. Students who are more than 20 minutes late after a test is scheduled to begin are considered a NO SHOW.
8. Students are expected to abide by the UVa-Wise Honor Code and Student Code of Conduct. If any student is found to have violated this code, the testing will be stopped and the instructor will be contacted. Decisions regarding academic dishonesty are not determined by DS, but are done in accordance to College policy.
9. No items, other than those indicated by the instructor or related to an accommodation, will be allowed in the testing environment (book bags, jackets, hats, phones, notebooks, etc.). DS will provide all scantron, blue books or scratch paper; these items will be submitted with the test.
10. Transporting of the test to and from DS is at the discretion of the instructor and should be communicated with DS via the instructor or the student. Tests may be emailed to DS via ada-online@uvawise.edu.

I have read and understand the guidelines outlined above. I understand that failure to follow them, especially in a timely manner, could result in the denial of requests.

Signature: _____

Date: _____

Print Name: _____