



TEST TAKING PROCEDURE

In order to receive alternative testing, you need to fill out a **TERM TESTING SCHEDULE** for each class you are taking during the semester. It is very important that you completely fill out each form.

- Fill out the section regarding your request for accommodations during examinations. Mark **only** those accommodations for which you have already been approved.
- Fill out the dates and times of each exam during the term. Use your syllabus to assist you or ask your instructor as to dates and times. You must list a specific time. "Any time" is NOT acceptable.
- Present the form to your instructor with your ID card asking them to complete the section labeled "Professor/Instructor".
- Return the form to DSS after your Professor/Instructor has completed the bottom section. Ask for a copy if you desire.

Please schedule your exam so that it can be completed between 8 a.m. (Monday through Friday) and 4:30 p.m. This form must be filled out completely and returned to our office **no later than five days prior** to the time you plan to take the exam. **It is your responsibility to make sure that our office has your forms at least five days in advance.** If the form is not completed correctly, it will be returned to you. We recommend that you fill out your forms as soon as you have your syllabus.

Please be on time for your exam. If you are late for your scheduled exam, you will not be given additional time to compensate for your tardiness. You will only be allowed to take items into the exam room that are approved by the instructor. Depending upon the type of alternative testing you are approved for, you may use a computer or have a proctor to read, or scribe your exam. **If for some reason you are unable to attend your exam, please notify the Disability Support Services office. It is your responsibility to make alternate arrangements with your instructor to take the exam.** If you have a medical reason related to your disability that prevents you from taking your exam, please notify our office.

DISABILITY SUPPORT SERVICES

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Telephone: (618) 650-3726
www.siu.edu/dss