

**STUDENT SUPPORT & TRANSITION SERVICES
DEPARTMENT WITHIN STUDENT AFFAIRS
DISABILITY RESOURCES AND SERVICES**

Testing Accommodations For Students with Disabilities

Instructor's Guide

Dear Instructor:

If a student has exam/test accommodations as part of his/her participation and enrollment in the course that you are teaching, here are some guidelines for you to follow:

1. All students who have test accommodations have a documented disability on file with the Disability Resources and Services (DRS) Office and are entitled to the accommodation under the Americans with Disabilities Act (ADA).
2. The instructor is responsible for taking the test to the Testing Center (located in the Student Services Building) prior to the test day. The test will be kept secure and readily available for the student to complete on the scheduled test day.
3. The student who has the test accommodation will schedule the test directly with the Testing Center.
4. The test will need to be picked up by the instructor (or your office staff) at the Testing Center after the student has completed it. The Testing Center will not send it back in the campus mail.
5. Giving a student extra time without utilizing the Testing Center may not be an appropriate accommodation under the ADA. Please contact our office if you would like to give the student extra time in the classroom setting.
6. Any changes to test accommodations must be authorized through the DRS office.

If you have any questions as to the appropriateness of granting a test accommodation to a student with a disability, please contact the DRS office at **(480) 857-5188**.



The Maricopa County Community College District is an EEO/AA institution.