

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

**Instructor's Guide:  
Testing Accommodations  
For Students with Disabilities**

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) or Section 504 of the Rehabilitation Act.
2. The instructor is responsible for taking the test to the Testing Center (located in the Agave Building on the Pecos campus and the Bluford Building on the Williams campus) prior to the test day. There is also an option on the Testing Center's website to send it electronically. If the Instructor Notification Form (INF) asks you to send the test electronically, see the link on the Testing Center web page. In some cases this is necessary so the test can be used with Assistive Technology software.
3. The instructor will fill out a form that details what may be used during the test (notes, books, calculator, etc.) and the date the test needs to be completed by.
4. The student who has the test accommodation can generally walk in to take the test. Certain accommodations, such as the use of the Private Room, need to be scheduled a week ahead of time. Students in night classes need to take tests during the day.
5. Giving a student extra time without utilizing the Testing Center may not be an appropriate accommodation under the ADA.
6. Any changes to test accommodations must be authorized through the DRS office.
7. DRS strongly encourages all faculty to document if a student chooses not to use their testing accommodations in case of an Office of Civil Rights (OCR) complaint.

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**.



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