

Testing Accommodation Procedure

The testing accommodation procedure is for students who have testing accommodations. Testing accommodations can include extended time on quizzes/exams, distraction-reduced testing environment, the need for a scribe, or the need for a reader.

Below are the instructions for utilizing testing accommodations:

1. The student must inform their professor at least **one week prior to an exam/quiz** that they want to take the exam/quiz in the Instructional Support Center (ISC).
 - a. **Note:** For online-only courses, please remind your professor of your testing accommodations at least **one week prior** to your exam/quiz so they can provide you with your accommodations digitally.
2. The professor fills out the "Proctored Test Deposit/Scheduling" Form and gives it to Rose Lynch, the ISC Testing Coordinator, to schedule the exam/quiz in the ISC.
3. The student schedules their exam/quiz with the Rose Lynch in the Instructional Support Center at least **one week prior to their exam/quiz**. Students **cannot** make an appointment until the professor has filled out the Proctored Test Deposit/Scheduling" form.

If you have questions about the testing procedure, contact Ashley Warner, the Disability Services Coordinator at: (908)-835-2471, or awarner@warren.edu. The ISC Testing Coordinator, Rose Lynch, can be reached at: (908)-835-2354, or lynchr@warren.edu.