



STUDENT ACCESSIBILITY SERVICES

TEST ACCOMMODATION POLICIES AND GUIDELINES

Introduction	2
TEST ACCOMMODATION POLICIES	
TEST ACCOMMODATION ORIENTATION POLICY	3
ONSITE EXAMS FOR NU COURSES	4
ONLINE EXAMS FOR NU COURSES	5
NON-COURSE EXAMS	6
TIMELY NOTICE	7
LATE POLICY	7
TESTING LOCATION	7
RESCHEDULING EXAMS	7
CANCELLATION POLICY	8
ONSITE TEST ACCOMMODATION REQUEST FORMS	10
INSTRUCTIONS FOR OPENING/SAVING FORMS	
PC USERS	11
MAC USERS	11
PROFESSOR OF RECORD RESPONSIBILITY	
BLACKBOARD	12
ONSITE TEST ACCOMMODATION REQUEST FORM	12
EXAM CODES & EXAM DELIVERY	12, 13
OTHER	
FAQs	12
STUDENT CHECKLIST RESOURCE	12

Introduction

National University offers test accommodation services for students with disabilities who are eligible and registered with the office of Student Accessibility Services (SAS). For questions about registering with Student Accessibility Services (SAS), contact sas@nu.edu or (858)521-3967. For additional information, visit www.nu.edu/sas

For students registered with Student Accessibility Services, students are required to read and abide by the policies presented in this document in order to use any approved testing accommodations. Contact Student Accessibility Services at accommodations@nu.edu for any questions or concerns about the content of this document.

Requesting Additional Accommodations

Should a student request any additional testing accommodations that are not already approved on their Accommodation Letter, students are required to make an appointment with an Accessibility Coordinator at sas@nu.edu to discuss their requests. Additional requests are not guaranteed nor can they be retroactively applied to exams.

Test Accommodation Orientation Policy

At least **two** weeks prior to the first exam in which students seek test accommodations, students are required complete a Test Accommodation Orientation.

In order to complete the orientation, students are required to review the Test Accommodation Orientation document and submit the Mandatory Test Accommodation Checklist online form to Student Accessibility Services. These documents are located online at <http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html>.

Should students have any questions about testing policies and procedures or about the orientation, they may request an appointment using the online scheduling tool at (<http://www.meetme.so/nutesting>) or by e-mailing accommodations@nu.edu with at least three appointment requests.

Test Accommodation Policies for National University Courses (Onsite Exams)

Students are required to complete the following in order to receive their test accommodations for onsite exams in their NU course:

1. Provide a Copy of Accommodation Letter to Professor of Record
This step is required for each course you wish to use your approved test accommodations. Timely notice is crucial in order to provide accommodations. We highly encourage students to provide a copy of your letter preferably 1 week before your course starts.

2. Complete an Onsite Test Accommodation Request Form
Students are responsible for filling out the information in the request form. The form is required for each course in which you request to use your approved onsite accommodations and is located at <http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html>.
 - a. Get Professor Approval
Option A: A student may present a hard copy of the Onsite Test Accommodation Request Form to the professor for a wet signature. Then, the student will submit the professor-signed form via e-mail to accommodations@nu.edu or fax to 858-521-3996.

Option B: E-mail the completed Onsite Test Accommodation Request Form as an attachment to your professor. The professor will then submit the signed Onsite Test Accommodation Request Form electronically to Student Accessibility Services at accommodations@nu.edu. Students are responsible for following up with their professor should they choose this option and not receive a confirmation from SAS that the form has been received.

3. Submit your Onsite Test Accommodation Request Form to SAS
A complete Onsite Test Accommodation Request Form with professor approval is required to be submitted to accommodations@nu.edu at least five business days prior to each exam.

4. Inform/Remind Professor to Change Test Time for Electronic Exams in Blackboard
If quiz or exam is in Blackboard, students are responsible for informing their professor of record to change the test time in Blackboard to reflect the approved extended test time.

SAS will arrange a proctor and a room for testing based on the approved Onsite Test Accommodation Request Form. Once a proctor and a room have been arranged, students and the professor of record will receive an email confirmation from SAS with the scheduled test accommodation time. Students are encouraged to email SAS at least 1 week prior to their exam to check and confirm if test accommodations have been arranged. Students are responsible for reminding their professor of record to change the extended test time in Blackboard and for making the exam viewable at the scheduled start time.

Test Accommodation Policies for National University Courses (Online Exams)

Students are required to meet the following in order to receive their test accommodations for online exams in their NU course:

Test Accommodations for Electronic Exams in Blackboard (Bb)

Additional test time is NOT automatic. Students are responsible for informing and reminding their professor of record to change their test time for each exam/quiz to reflect the approved time extension. Students are also responsible for referring the professor of record to National University's Center of Innovation and Learning (CIL) Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as a resource in assisting with the adding the extended testing time. Students must follow each step below:

1. Provide a copy of your Accommodation Letter to your professor of record right away with timely notice (preferably 1 week before the course starts)
2. Inform/remind your professor that he/she will need to change the test time prior to each quiz/exam in Blackboard to reflect your approved extended test time with timely notice
3. Refer your professor to CIL Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as a resource in assisting with the adding the extended testing time.
4. If needed, request the Blackboard Job Aid document from accommodations@nu.edu to provide to your professor of record. The Blackboard job aid provides step-by-step instructions on how to adjust your test time in Blackboard.
5. If you notice any discrepancies regarding your extended test time, (i.e if the extended time has not been applied) contact your professor immediately and copy accommodations@nu.edu on any email communication.

Test Accommodations for Electronic Exams in Supplemental Websites (other than Bb)

Contact the Academic Accommodations Coordinator with timely notice regarding applying the approved test accommodations at accommodations@nu.edu. A minimum of seven business days is required.

ATI Exams (nursing program only)

Students must inform SAS and request to use their test accommodations at least five business days prior to the exam in order for the extended test time to be applied to their ATI exams. If taking the ATI on campus, the Onsite Test Accommodation Request Form is required. Students must confirm their ATI account username SAS at accommodations@nu.edu 5 business prior to exam in order to apply the approved extended test time. Once the extended test time is added, the extended test time is automatically applied for all future exams.

Test Accommodations for Non-course Exams

Non-course exams refer to any exams taken outside of your National University course. This may include, but is not limited to, standardized exams for course/program prerequisites or placements and exams required for program-specific applications.

Students requesting test accommodations for testing outside of required tests for academic courses are responsible to contact sas@nu.edu with timely notice to schedule an appointment and determine what accommodations may be provided.

Testing Policies and Procedures for Onsite Test Accommodations

Timely Notice Policy

Timely notice is required in order to arrange a proctor and a separate room for test accommodations for onsite exams. An Onsite Test Accommodation Request form with professor approval is required to be submitted to SAS at least 5 business days before the exam date. Please check in with SAS at accommodations@nu.edu should you not receive a confirmation that your request form has been received.

Rescheduling Exams Policy

Rescheduling an exam can only be done with professor approval. Students seeking to reschedule an exam should first obtain approval for the rescheduled date/time from the professor and submit a new Onsite Test Accommodation Request Form to accommodations@nu.edu. Student Accessibility Services will proceed with securing a proctor/testing room only after it receives the professor-approved rescheduled date/time. All requests for rescheduled exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Make-up exams follow the policy as indicated on the individual course syllabus. Students needing to change or cancel an exam due to illness or an emergency must contact the Academic Accommodations Coordinator at (858) 521-3968 or accommodations@nu.edu as soon as possible. Students will also need to notify the professor to request an alternate date/time to take the exam and complete a new Onsite Test Accommodation Request Form for the make-up exam. All requests for make-up exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Test Location and Delivery Method Policy

Exams administered through Student Accessibility Services are offered in the same building the class is held, unless otherwise noted. If Student Accessibility Services is late in obtaining an exam or a professor is late in dropping off an exam, students will receive the full allotted time, if possible. Depending on the amount of time lapsed; students may need to reschedule the exam. Note: *All rescheduling requests must be approved by the instructor before a new date and/or time is issued by Student Accessibility Services.*

Scheduled Day and Time

Student Accessibility Services oversees the administration of exams with accommodations Mondays through Saturdays. Students using onsite test accommodations are responsible for taking their exams at the same time as the professor schedules the class exam. However, there may be times when the extended time causes a scheduling conflict and a student must take the exam at a different time or on a different day.

Punctuality/Arrival Time Policy

Students must arrive to the arranged testing site at least ten minutes prior to the scheduled exam time. Deviation from the schedule may cause disruption to other students using accommodations. Professors would not allow late arrivals for an exam or quiz in class; the same courtesy applies to Student Accessibility Services.

Late Arrival Policy

Exam time begins promptly as scheduled. If the student has not arrived at the testing location within five minutes of the scheduled time (according to the clock in the testing location or in the proctor's possession), he/she may not be allowed to test and will be required to follow up with SAS at accommodations@nu.edu or (858) 521-3968 right away.

Should a disability-related late arrival occur, the student must inform SAS right away and may: 1) Need to

reschedule the exam for an alternate date/time or 2) May have the remaining time to complete the exam that day; the Academic Accommodations Coordinator will make the final decision in consultation with the professor of record. All disability-related reasons for late arrivals should be brought to the Academic Accommodations Coordinator. If it is determined that the exam needs to be rescheduled for an alternate date/time, it is the student's responsibility to first communicate with his/her instructor to reschedule the exam. Make-up exams follow the policy as indicated on the individual course syllabus.

No Show Policy

In order to remain eligible for Onsite Test Accommodations through Student Accessibility Services, it is the student's responsibility to notify the office of cancellations as soon as possible, but at least 24 hours in advance by e-mailing accommodations@nu.edu. After the first no show, students will receive a written warning and reminder of the student's responsibility surrounding test accommodation practices and requirements. The second no show incident, with failure to notify Student Accessibility Services with at least 24 hours advance notice, may result in the temporary suspension of test accommodation services. In order to reinstate services, students may be required to meet with the Director, Student Services and ADA Specialist, to have their situation evaluated.

Visitor Policy

Per the 2015 National University catalog, no one may visit a classroom during class hours without the prior approval of the instructor and the Director of Student Services at the site. Students may not bring children to the classroom or computer lab or leave them at any other University facility while attending class. Violations may result in disciplinary action. The Office of Student Accessibility Services will also enforce this same policy. If the visitor is needed due to a disability-related challenge, the student is responsible to get SAS approval at sas@nu.edu at least 24 business hours in advance. Any future infractions of this code may result in disciplinary action or suspension of testing services.

Cell Phone Policy

These devices are prohibited for use during the test. Students must place items away prior to starting the exam.

Food/Drinks Policy

Unless a student has prior approval to have food/drinks during exam based on disability, students will not be permitted in testing centers where laptop/desktop computers are housed. Students with prior approval must be respectful of other test takers.

Purses/Other Belongings Policy

Unless prior approval is received due to medical reasons, all materials not in use or approved for use during the test (e.g. purses, backpacks, hats and sunglasses, cameras, notebooks, etc.) should be stacked along the far side of the room out of student's reach or placed in lockers at the Rancho Bernardo testing location.

Notes/Exam Aides Policy

No material such as books, notes, cheat sheets, calculators, or other such items are permitted during testing unless prior approval is received by the professor of record or stated directly on the exam.

Restroom Breaks Policy

Students should not take anything out of the test room, unless otherwise approved due to disability-related reasons. Students are allotted 5 minutes, however the clock will continue to run unless prior approval of breaks is allowed due to disability-related reasons.

Extended Time in Bb Not Adjusted

Should a student's extended test time not be adjusted at the time students are scheduled to take their exam with test accommodations, students may choose to continue to take the exam without the extended test time. Students may be required to sign a form verifying they are agreeing to take the exam without the extended time added. Proctors will have this form. Otherwise, students will need to reschedule test accommodations with their professor of record and following SAS reschedule policy.

Approved Testing Aids and Approved Test Services

Should students be approved for testing accommodations other than extended test time and wish to use this accommodation, students must include this request on the Onsite Test Accommodation Request Form under the section 'Other Approved Test Accommodations'.

Music While Testing

Students have prior approval with SAS for use of university-approved music and university-approved music device while testing (for onsite quizzes/exams). Students are not permitted to use their own devices. For additional questions contact accommodations@nu.edu.

Incomplete Onsite Test Accommodation Request Form

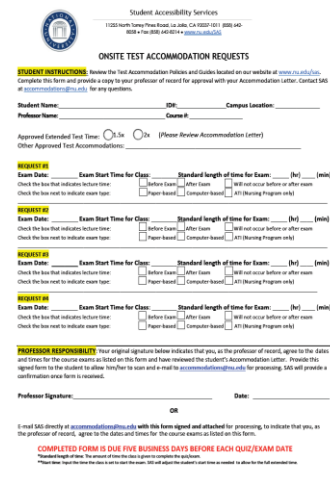
SAS cannot request proctors for test accommodations without all the information on the Onsite Test Accommodation Request Form. SAS will not accept incomplete forms. This includes forms without professor's signature.

Student and professors may contact SAS at accommodations@nu.edu or (858) 521-3968 for any questions about testing accommodations.

How to Fill Out an Onsite Test Accommodation Request Form

To receive a copy of this form, visit SAS website at:

<http://www.nu.edu/OurPrograms/StudentServices/accessibility/AccessibilityForms.html>



Student Accessibility Services
1100 North Tarry Pines Road, La Jolla, CA 92037-1011, 858-540-8800 or fax 858-540-8811 • www.nu.edu/sas

ONSITE TEST ACCOMMODATION REQUESTS

STUDENT INSTRUCTIONS: Review the Test Accommodation Policies and Guidelines located on our website at www.nu.edu/sas. Complete this form and provide a copy to your professor of record for approval with your Accommodation Letter. Contact SAS at accessibility@nu.edu for any questions.

Student Name: _____ ID# _____ Campus Location: _____
Professor Name: _____ Course #: _____

Approved/Extended Test Time: 0.5x 2x (Please Review Accommodation Letter)
Other Approved Test Accommodations: _____

REQUEST #1 Exam Date: _____ Exam Start Time for Class: _____ Standard length of time for Exam: _____ (hr) _____ (min)
Check the box that indicates lecture time: Before Exam After Exam Will not occur before or after exam
Check the box next to indicate exam type: Paper based Computer based AT (During Program only)

REQUEST #2 Exam Date: _____ Exam Start Time for Class: _____ Standard length of time for Exam: _____ (hr) _____ (min)
Check the box that indicates lecture time: Before Exam After Exam Will not occur before or after exam
Check the box next to indicate exam type: Paper based Computer based AT (During Program only)

REQUEST #3 Exam Date: _____ Exam Start Time for Class: _____ Standard length of time for Exam: _____ (hr) _____ (min)
Check the box that indicates lecture time: Before Exam After Exam Will not occur before or after exam
Check the box next to indicate exam type: Paper based Computer based AT (During Program only)

REQUEST #4 Exam Date: _____ Exam Start Time for Class: _____ Standard length of time for Exam: _____ (hr) _____ (min)
Check the box that indicates lecture time: Before Exam After Exam Will not occur before or after exam
Check the box next to indicate exam type: Paper based Computer based AT (During Program only)

PROFESSOR RESPONSIBILITY: This original signature below indicates that you, as the professor of record, agree to the dates and times for the course exams as listed on this form and have reviewed the student's Accommodation Letter. Provide this signed form for the student to deliver to the exam site and e-mail to accessibility@nu.edu for processing. SAS will provide a confirmation once form is received.

Professor Signature: _____ Date: _____

OR

I e-mail SAS directly at accessibility@nu.edu with this form signed and attached for processing. To indicate that you, as the professor of record, agree to the dates and times for the course exams as listed on this form.

COMPLETED FORM IS DUE FIVE BUSINESS DAYS BEFORE EACH QUIZ/EXAM DATE
*Number length above. The amount of time the quiz begins to calculate the student's time to complete the test is based on the test completion time.
*Please have your form to the SAS office at least two weeks before the exam. SAS will accept the student's exam time as stated on the test completion time.

Other approved test accommodations- refers to any additional approved test accommodations or approved testing aids stated on your Accommodation Letter.

Exam Start Time for the Class- refers to the time the class is scheduled to begin the exam.

Standard length of time- refers to the amount of time class is given to complete the exam.

SAS will adjust the start time and calculate the total test time for accommodations. Students are not required to use their test accommodations for every exam; therefore, it is the student's responsibility to fill out the top portion of the request form to indicate to their professor of record and SAS which exams they are requesting to use their approved test accommodations.

For additional assistance with the form, make an appointment with the Academic Accommodations Coordinator. You may request an appointment at <http://meetme.so/nutesting> or by emailing accommodations@nu.edu.

Directions for Opening/Saving the Onsite Test Accommodation Request Form

Steps for PC Users

Go to our website at <http://www.nu.edu/sas> and locate the Onsite Test Accommodation Request Form. The link will open up in a new tab.

1. To access the fillable, electronic Onsite Test Accommodation Request Form, open the form and save it on your computer, using file, then save as (or right click and save as).
2. Reopen the form (from where it has been saved) to fill in the spaces provided. Save the completed form by file, save as.
3. E-mail the saved and completed form (Part A completed by the student) to your professor as an attachment.

In order to access and complete the fillable, electronic Onsite Test Accommodation Request Form using a PC, a PDF reader, such as Adobe, is needed. This software may be downloaded for free at www.adobe.com. If you do not have a PDF reader and are using a Windows computer, the form will not be viewable until a compatible PDF reader is downloaded.

Steps for MAC Users

Go to our website at <http://www.nu.edu/sas> and locate the Onsite Test Accommodation Request Form.

Open the fillable, electronic Onsite Test Accommodations Request Form (PDF). In the right hand corner select the button “Open in different viewer,” then select “open with Adobe Acrobat Pro.”

Begin typing the information in the spaces provided. *(If you are unable to type in the spaces provided, download the file, then save the file on your computer. Then, reopen the saved file, and begin typing.)*

Save the PDF document when completed to your computer. If you want to make any edits in the saved PDF document, do the following:

Reopen the saved PDF document; Make any edits needed; Use the drop bar File, Save As, PDF. A visual example guiding a user through saving an edited PDF document is provided below. The electronic document is now ready to be saved as an attachment and e-mailed to your professor.

Test Accommodations: Professor of Record Responsibility

Students who request any test accommodations are responsible for providing a copy of his/her Accommodation Letter to their professor of record.

Electronic Exams for Onsite and Online Courses

Professors are responsible for changing the test time in Blackboard to reflect students' approved extended test time for each quiz/exam and for adjusting the time the exam is viewable/accessible to the student to reflect the start time of scheduled test accommodations for onsite test accommodations. For assistants with Blackboard, contact the CIL Faculty Concierge Team at 1-877-533-4733 Option 2. Request a copy of the Blackboard job aid to accommodations@nu.edu.

Onsite Test Accommodation Request Form for Onsite Courses

Professors are responsible for reviewing a student's Accommodation Letter prior to signing a student's Onsite Test Accommodation Request form. Professors are also responsible for verifying that all information, such as exam/quiz date, standard length of time, and start time, are correct on the Onsite Test Accommodation Request Form. Professors have two options for providing professor approval on the Onsite Test Accommodation Request Form.

Option A: If the student has emailed the electronic Onsite Test Accommodation Request Form as an attachment to you, you may sign the form and email the form directly to accommodations@nu.edu.

Option B: If the student provides you with a hard copy of the Onsite Test Accommodation Request Form, please provide your wet signature and immediately scan or provide the signed form to the student. The student is then responsible to submit the form to Student Accessibility Services via e-mail to accommodations@nu.edu or fax to 858-521-3984.

Method of Exam Delivery for Onsite Courses

Paper Based Exams: Professors must submit a copy of the exam, exam passwords and access codes for the exam, any exam instructions, and approved class-testing aids to SAS. Professors have two options to provide this information and must confirm with SAS their method of exam delivery 24 hours prior to the confirmed exam:

Option One: Provide the hard copy of paper exam with approved class testing aides and instructions in an envelope to the appropriate Center Assistant(s) or directly to the proctor 15 minutes prior to the exam.

Option Two: E-mail the exam, instructions, exam passwords and any class approved testing aides to accommodations@nu.edu at least 24 business hours before the exam is scheduled.

Computer-based Exams in Blackboard: Professors are also responsible for verifying that the exam is viewable by the scheduled test accommodation time. If the exam is not viewable or exam codes/passwords are not provided by the scheduled test accommodation time, SAS will not

be able to administer the exam. Students will need to reschedule their exam and follow the policy on rescheduling exams read page 8.

If these delivery methods are not possible, contact Student Accessibility Services with timely notice at accommodations@nu.edu or (858)521-3968 to discuss alternative options.

Exam Completion Return Policy for Onsite Test Accommodations

Student Accessibility Service's proctors will return the completed paper exam to the center assistants at the campus to be placed in a sealed envelope in the professor's inbox. Professors may request a scanned copy of the finished exam, they must inform SAS at accommodations@nu.edu at least 24 hours prior to the exam start time or reach out to the center assistant directly.

Frequently Asked Questions

How do I get test accommodations for my onsite courses?

Students registered with Student Accessibility Services (SAS) and approved for test accommodations are responsible for providing a copy of his/her accommodation letter to their professor of record. They are also **required** to submit an Onsite Test Accommodation Request Form with professor approval to Student Accessibility Services should they wish to use any of their approved test accommodations for onsite exams, which may include extended test time and/or a distraction-reduced environment. A complete Onsite Test Accommodation Request form, which includes the start time and standard length of time filled out, with professor approval is required to be submitted to SAS to accommodations@nu.edu at least 5 business days prior the exam in order to guarantee test accommodations.

What is the Onsite Test Accommodation Request form and why is it required?

Students have the right to choose which exams they want to use their approved accommodations. The Onsite Test Accommodation Request form is a document that students fill out in order for SAS to arrange a proctor and a separate room for the student's request(s). Required fields are exam date, scheduled class start time for the exam, and standard length of time for the exam.

Where can I find the Onsite Test Accommodation Request Form?

A copy of the Onsite Test Accommodation Request form can be found on our website at <http://www.nu.edu/sas> under the Accessibility Forms and Guides or by emailing accommodations@nu.edu.

What is the standard length of time (SLT) on the Onsite Test Accommodation Request Form?

The SLT refers to the amount of time the professor of record is giving the class to complete the quiz or exam. This does not include a student's approved extended test time. Nor does it include the time for setting up computers for your class. This refers to the amount of time for the test itself.

What is the start time on the Onsite Test Accommodation Request Form?

This is the time you have scheduled the class to begin the quiz or exam. This does not refer to the time the class begins lecture.

Why is a minimum of 5 business days required for the Onsite Test Accommodation Request Form?

Due to the high volume of requests and the arrangement and securing of a proctor/separate room requires coordination among many departments, campuses, and individuals which requires timely notice.

What is a 'Business Day'?

Refers to the Monday through Friday 8am-5pm (Pacific Standard Time).

What if changes are made to my exams?

Any changes to your exam requires timely notice in order to secure the room and a proctor. Contact SAS right away at accommodations@nu.edu to inform of any additions or changes to your exam.

What testing aids are allowed for test accommodations?

Only approved testing accommodations and professor-approved testing aides are allowed. Email accommodations@nu.edu of the class approved testing aids for the exam at least 24 hours prior to the exam.

What is an Academic Accommodations Coordinator?

The Academic Accommodations Coordinator is a neutral agent of the university who assist students with academic accommodations, including both online and onsite testing accommodations services for those students registered with SAS, as well as assisting professors with remaining compliant with the ADA and ADA Amendments Act of 2008.

I have computer-based exams for my Onsite Course. How does a student receive their test accommodations?

In addition to providing a copy of the Accommodation Letter to the professor of record and submitting an Onsite Test Accommodation Request form to SAS, for Blackboard quizzes and exams, the professor of record is responsible for changing a student's test time for each quiz and/or exam in addition to a student submitting the required form. The extended test time is not automatically applied for Blackboard.

How does a student use test accommodations for ATI Exams?

Students who wish to use their approved test accommodations for the ATI are still required to submit an Onsite Test Accommodation Request Form with professor approval to SAS at least 5 business days prior to the exam. Students must confirm their ATI account username SAS at accommodations@nu.edu 5 business prior to exam in order to apply the approved extended test time. Once the extended test time is added, the extended test time is automatically applied for all future exams.

What is a supplemental website?

Any website or learning management system that supplements your course (i.e. McGraw Hill, Behavior Development Solutions, etc.) other than Blackboard.

Why do I need to provide the exam codes?

In order to be in compliant with the ADA, exams codes are required to be submitted to accommodatiions@nu.edu at least 24 hours prior to the exam to ensure students receive their full approved academic testing accommodations. Otherwise, test accommodations may need to be rescheduled. For ATI exams, professor may choose to provide the codes to SAS or allow the student to test at the confirmed scheduled time for test accommodations.

How do I provide paper-based exams to my student testing with accommodations?

To ensure there are no delays to test accommodations if a paper exam is to be administered, professors have three options in submitting the exam. 1) A copy of the exam is required to be submitted to accommodations@nu.edu at least 24 hours prior to the exam 2) Professors may provide a hard copy of the exam to the center assistant on campus 3) Professors can provide a copy of the exam to the student and proctor directly. Confirmation of your method of exam delivery is required to be submitted to accommodations@nu.edu 24 hours prior to the exam.

Student Checklist Resource

What are Students' Responsibilities for Receiving Approved Test Accommodations?

- Complete your **Test Accommodation Orientation** if you have not already done so. This orientation is required prior to using any approved test accommodations and is required to be completed at least 2 weeks prior to your first exam requests. To complete the orientation, students are required to review the Test Accommodation Orientation power point and submit the Mandatory Test Accommodation Orientation Checklist Form. These documents are located online at <http://www.nu.edu/OurPrograms/StudentServices/accessibility.html>. For assistance request an appointment date and time at <http://meetme.so/nutesting> or email accommodations@nu.edu.
- Read and abide by the Test Accommodation Policies and Guides, which are located online at <http://www.nu.edu/OurPrograms/StudentServices/accessibility.html>.
- Set up a time with the professor of record to discuss your approved academic accommodations and upcoming exam requests.
- Provide your professor of record with a copy of your Accommodation Letter. Academic accommodations are not retroactive; therefore, students are encouraged to provide their letter at least 1 week prior to the start of the course.
- For electronic quizzes/exams in Blackboard, your approved test time extension is NOT automatic. Inform and remind your professor of record to adjust the test time for each quiz/exam to reflect the test time extension approved on your Accommodation Letter. Refer your professor to contact CIL Faculty Concierge team at 1-877-533-4733 Option 2 for Blackboard assistance.
- For onsite quizzes and exams**, complete an Onsite Test Accommodation Request Form. It is the student's responsibility to follow up with their professor of record to complete the form and to receive professor approval. The Onsite Test Accommodation Request Form is located at <http://www.nu.edu/OurPrograms/StudentServices/accessibility.html>. SAS will no longer accept old versions of the form.
- Submit your complete Onsite Test Accommodation Request Form with professor approval to SAS, in person or via email to accommodations@nu.edu at least five business days prior to the exam date for onsite quizzes/exams. Only complete forms will be accepted. Please make sure the form is completely filled out prior to submitting your form. SAS cannot process requests with missing exam information.

- Contact SAS immediately at accommodations@nu.edu if any onsite quizzes/exam dates and times change or are cancelled. SAS requires 24 hours' notice to cancel test accommodations for onsite exams.

- For assistance with supplemental websites, contact SAS right away; at least 5 business days' notice is required.

Timely notice is required for any requests for academic accommodations. For any questions or assistance, please contact accommodations@nu.edu or request an appointment date and time at <http://meetme.so/nutesting>.