



Disability Support Services

Testing Information for Students

Step 1. Meet with DSS to Receive Testing Accommodations (beginning of each quarter)

At the beginning of every quarter, you must meet with DSS for letters of Accommodations to be sent out. They are not sent without your expressed written consent. New letters must be sent to your instructors at the start of every quarter authorizing your accommodations.

Step 2. Discuss your Accommodations with your Instructor (within the first 10 days of class)

You should work with your instructor in deciding whether you will receive testing accommodations in class or use the Assessment Center. It is especially important to discuss your accommodations during the first 10 days of class.

Step 3. Schedule your Exams with the Assessment Center (at least 48 hours in advance)

If the Assessment Center will be utilized, *you must schedule exams at least 48 hours in advance* to make sure you receive your accommodation. Testing rooms are limited and reserved on a first-come, first-served basis. It is recommended that *you* schedule all exams, including finals, as soon as test dates are provided by your instructor/syllabus.

- You must schedule a testing appointment with the Assessment Center in W204 – via email at assessment@lwtech.edu or in person at W204. Please include the following information to schedule your test:
 1. Student Name
 2. Student Email
 3. Student ID number
 4. Student Phone Number
 5. Course Name (ex. Math 70)
 6. Instructor Name
 7. Instructor Email
 8. Actual Date/Time of Exam in Class
 9. Requested Date/Time for Exam
- Your instructor is responsible for getting testing materials (i.e. proctor instructions, exams, time limit etc.) to the Assessment Center.

Step 4. Go to the Assessment Center to Take Your Exam (on the day of the exam)

- You must arrive ***on time*** or your exam will be returned to your instructor along with an email notification.
 - Make-up exams/retakes must be rescheduled with your instructor first and then the Assessment Center.
 - Photo ID is required each time you test. You must keep your photo ID out and visible at your testing station at all times. No exceptions.***
- Food, drinks, cell phones, MP3 players or other devices ***are not allowed*** in the testing rooms unless it is an approved accommodation.
- The Assessment Center is open from 7:30 am to 4:30 pm Monday through Friday. If exams must take place outside these hours, students must make alternative arrangements with their instructors. Exams ***must*** be finished by the time the Assessment Center closes.

Student's Name: _____ SID: _____

Student Signature: _____ Date: _____