



## Exam Accommodation Form

**STUDENT NAME:** \_\_\_\_\_

**STUDENT ID NUMBER:** \_\_\_\_\_

Please complete the following chart for all classes in which you have an exam for which you need accommodations. If after submitting this form, your situation has changed so that you require different accommodations, please contact Jessica Boynton in the Student Affairs Office.

Class Name	Professor	Date & Time of Exam	Type of Exam (8 hr take-home, in class exam, etc.)

Please give us your current telephone number so we can contact you by phone if necessary.

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_

Please return this form to Jessica Boynton (Suite 235) or via email ([jboynton@law.du.edu](mailto:jboynton@law.du.edu)) by no later than 1 week before your first exam. The Student Affairs Office will contact you regarding the exact date, time, and location of your exam.

**PLEASE NOTE:** Though your accommodations may include a minimal distraction environment, this does not guarantee you a private room unless specifically indicated. In addition, a proctor may enter and leave the examination room at any time.

**PLEASE NOTE:** Generally, accommodated exams begin at 12:00 noon on the day of the exam unless arranged otherwise in advance.

I have read and understand the policies and procedures for testing accommodations set by the Student Affairs and the Disability Services Program on the following pages.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

**STUDENT AFFAIRS AND DISABILITY SERVICES PROGRAM  
POLICIES AND PROCEDURES FOR TESTING ACCOMMODATIONS**

*It is your responsibility to read, and sign your accommodation form (above) acknowledging that you have read the following:*

**Before the Exam**

- 1) Students who have been approved to receive testing accommodations must submit a written request *for each exam for which the student wishes to receive accommodation* to the Student Affairs Office a minimum of seven (7) days prior to the first exam. Failure to submit a request on time may result in a denial of the accommodation for that exam.
- 2) Students should download the Exam 4 software *and* take a practice exam prior to arriving for the accommodated exam.
- 3) The Student Affairs Office will be in touch with each student about the date, time, and location of the exam no less than 72 hours prior to the exam. Please note that accommodated exams are *always* on the same date and generally begin at 12:00 noon.
- 4) If the professor changes the type of exam, please alert the Registrar's Office.

**Day of the Exam**

- 1) Students are expected to arrive *on time* to the designated testing room.
- 2) Students may bring a time piece that *is not* a cell phone.
- 3) If there is excessive noise inside or outside of the testing room during the exam, alert the Registrar's Office *immediately* by going to office (Suite 235).
- 4) Materials in the testing room:
  - a. Students may only bring in materials that have been preapproved by instructors. Proctors may require proof of the approval of open books/notes or computer use.
  - b. Cell phones and other electronic devices are not allowed in the testing room.
  - c. Food and drinks are allowed in the testing room so long as they do not disrupt other students.
  - d. Breaks to use the restroom or get food/drink may be monitored by the proctor. Lengthy absences will be reported to the Registrar's Office. Exams or other materials should not be taken out of the testing room during breaks.
- 5) Testing Rooms
  - a. If a student is granted the accommodation of testing in a **minimal distraction environment**, that does not guarantee of a private testing room. Rather, students who have testing accommodations may be placed in a testing room with other students who are taking "out of sequence" exams. Students taking the same exam will be seated away from one another.
  - b. Private testing rooms are granted rarely and may be provided to a student who has demonstrated a need, who is working with a scribe for dictation, using a computer screen reader or other audible technology, a medical condition that requires isolation, or other situations deemed appropriate.
- 6) All exams may be proctored at any time.
- 7) The Registrar/proctor may provide disposable ear plugs to students upon request. Headphones *may not* be used without prior approval.

**After Your Final Exam**

- 1) When the exam is complete, students must *immediately* return the exam and any other testing related materials to the proctor or Registrar's Office.

**Other Information**

- 1) The standard time extension for timed exams is 50% additional time. Requests for additional time are evaluated on a case-by-case basis. This time extension is for **in-class exams only**.
- 2) For take-home exams, the amount of extra time given is dependent on the number of days the instructor has provided for students to work on the exam. As a rule, the following time extensions apply for take-home exams:
  - a. For an exam lasting 1-12 hours the student will receive 50% additional time (time and a half);
  - b. For an exam lasting 13-48 hours the student will receive 25% additional time (time and a quarter);
  - c. For an exam lasting 49+ hours extended time will be granted only if deemed necessary and appropriate by law school administration.