

TESTING PROCEDURES FOR STUDENTS

Students who are entitled to testing accommodations at Culver-Stockton College should follow these steps and guidelines:

1. Make your instructors aware of your need for testing accommodations.

This is done by providing your instructors a copy of your accommodations letter at the beginning of the semester and discussing your needs with them. Check your syllabus for all test and quiz dates, and be prepared to remind your instructors about your accommodations. Do not assume they will always remember and offer them to you. It is your responsibility to request your accommodations each and every time.

2. Schedule your test with the Office of Accommodations & Accessibility.

At least 5 days before your exam, contact the Office of Accommodations & Accessibility (via email at accommodations@culver.edu) to inform them that you intend to utilize your accommodations and to schedule a time to take the exam. Be sure to provide the following information:

- Accommodations Requested (extra time, private testing, oral reading, etc. Please note, the accommodations you are requesting for your exam must be included on your letter of accommodations).
- Course name & time
- Instructor

Do not just show up on your test day without making an appointment as you will not be allowed to test.

3. Notify your Instructors.

Contact your instructor (via email, office hours, or after class) and discuss utilizing your accommodations. Your instructor may want to proctor the exam or want you to return to class after the exam for a lecture or project. Please discuss these matters with them before the test day.

If you have any questions, don't be afraid to ask.