

IMPORTANT FINAL EXAM INFORMATION
SPRING 2005

To: Students registered with the Office of Disability Services
From: Laura Rauscher, Disability Services Director
Re: Final Exams
Date: March 25, 2005

The semester is winding down and it is time to start making arrangements for those of you who need disability-related accommodations for self-scheduled finals. It is important that you read this information carefully. If you have any concerns about arranging accommodations please call Laura Rauscher, Disability Services Director, at 585-2071 to schedule an appointment immediately.

Please note: All students registered with the Office of Disability Services must complete the enclosed accommodation form and return it to the Office of Disability Services in College Hall Room 9 no later than April 5. You will not be provided with test accommodations if you do not submit the enclosed form by the deadline.

Students taking scheduled final exams should make any necessary arrangements for accommodations with your professors as you have done for exams throughout the semester. If you have self-scheduled finals please read the instructions below and respond to the Office of Disability Services by the deadline.

THINGS YOU MUST DO IN ORDER TO RECEIVE DISABILITY RELATED ACCOMMODATIONS FOR SELF-SCHEDULED EXAMS:

Speak with your professors about the type of exam format that will be used for the self-scheduled exam. Identify any materials that need to be included in the exam packet, and clarify questions or concerns about exam procedures. If you anticipate a need for different accommodations than those approved for the semester, you must discuss this with Disability Services prior to submitting this form. **If you need to have the exam in an alternate format (large print, tape, etc.) you must inform your professor and arrange this before s/he submits the exam to the Registrar's Office.** Please contact the Office of Disability Services if you need assistance making these arrangements.

All students taking self-scheduled exams with accommodations must report to the Registrar's Office during exam week (Tuesday, May 3, through Friday, May 6) rather than designated exam test sites. The office is open from 8:00 a.m. to 4:30 p.m. Students should arrive no later than 12:00 p.m. in order to have sufficient time to complete the exam before the office closes at 4:30. **It is your responsibility to plan accordingly to insure that you have adequate time to complete the exam.** You will be assigned a room to take the test in. You are encouraged to bring a drink, lunch, and any necessary medications to your test site as needed. Students may take a break and leave the room to use the restroom, but will not be allowed to leave the building once the exam is underway.

You will need to show picture identification to the Registrar's Office before you can be given your exam.

Although we do not suggest that you take your examination in the evening, if you wish to do so, you can pick up your exam no earlier than 6:15 p.m. and it must be returned to the Registrar's office no later than 9:15 p.m. **Please note that if you take your exam in the evening, you will not be able to have more than 3 hours to complete your exam.**

The regular exam period is 2 hours with 20 minutes allowed for transition between the Registrar's office and your test site. Students needing extended test time will be allowed double time or 4 hours with 20 minutes allowed for transition between the Registrar's office and your test site unless your disability accommodation letters specify otherwise. Professors will be notified if an exam is turned in after your deadline. If you have concerns about the amount of time allotted for your final exam, or if you feel that your documentation supports additional time beyond the double time limit, please contact Laura Rauscher.

If you will need to take the test in a distraction-reduced space please let us know what kind of space would be adequate. There are limited options for completely private space so we will need to know if you will definitely require this. Your exam may then need to be scheduled for a specific time slot depending on how many people need that level of quiet.

Again, in order to insure that you have the full time you must pick up your exam no later than 12:00 p.m. Exams picked up after 12:00 will still be due by 4:30 p.m. with no exceptions.

If you need to take your exam on a computer, please indicate this on the enclosed forms and contact Caroline Moore of ITS absolutely no later than the last day of classes (April 29) to arrange access to a computer. Caroline can be reached at ext. 3099. The Registrar's Office will provide a blank CD. The CD will be included in your exam packet and must be returned to the Registrar's Office, with a hard copy of your exam answers, at the completion of the exam.

Thank you in advance for informing the Office of Disability Services about your needs. We will work closely with the Registrar's Office to make any necessary arrangements and you will be notified in advance about your accommodations.

Please keep this packet for your reference and return the attached form to the Office of Disability Services in College Hall Room 9.

**FINAL EXAM ACCOMMODATION FORM
SPRING 2005**

DUE: No later than April 5

Name _____ Class _____

Campus Box _____ Extension _____

Signature _____ SSN _____

Please Complete All Sections:

1. Check one:

- I will need accommodations for my self-scheduled final exam
 I will **not** need accommodations for my self-scheduled final exam

Please complete the following sections if you will need accommodations for your self-scheduled final exams. If you do not need accommodations, stop here and return the form to the Office of Disability Services.

2. Your professor has been notified through a letter from the Office of Disability Services, this semester, that you are legally entitled to accommodations for exams.

Circle one: YES or NO

3. You will need to take the exam in a special test site.

Circle one: YES or NO

If YES, circle one: Quiet Room (with 1-3 students) or Private room

Please explain accommodations needed _____

4. You need to have extended time for your exam

Circle one: YES or NO

If YES, circle one: Double time or time and a half

5. You will need to take your exam on a computer

Circle one: YES or NO

If YES, circle one: IBM or Macintosh

6. You will need your exam in alternate format

Circle one: YES or NO

If YES, circle one: Large print Tape CD Reader Scribe

Other (please describe)

FINAL EXAM ACCOMMODATION FORM SPRING 2005

COURSE NAME (3 letter dept code) NUMBER AND SECTION Ex: BIO 100, SEC 03	ANTICIPATED DATE OF EXAM (Self-scheduled, May 3, 4, 5, or 6) *SEE NOTE*	ACCOMMODATIONS NEEDED

Please be sure to indicate the section of your class. If you are not sure, check your schedule in BannerWeb. We need to know this to make sure that you receive the correct exam! If you do not indicate the section, we will be contacting you.

***NOTE:** If your exam is self-scheduled, you may just write “self-scheduled,” **UNLESS you will be needing computer access or a private room for the exam.** In this case, please indicate the date that you plan to take this exam so that we can arrange for the appropriate accommodations.*

Good luck with the rest of the semester and with finals!!!

Please return this form to the Office of Disability Services in College Hall Room 9.