

Computer for Testing (ACCESS Office)

This accommodation allows using a computer for short answers and/or essay questions on exams, tests, quizzes, and computer-based tests.

Students are required to follow ACCESS Office procedures for scheduling tests that require computer use.

The student has completed the Alternative Testing Agreement verifying that they will follow ACCESS Office Testing procedures.

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Students who take their courses at their high school campus will use their high school campus testing resources. Most high schools have a designated room for testing accommodations. If a student needs help making testing arrangements at their high school, they should contact the high school campus 504 coordinator or their high school counselor.

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Extended Time (Double) for Testing (ACCESS Office)

Extended Time (Double) This accommodation allows a time extension for exams, quizzes, tests, graded in-class assignments, computer-based testing, and/or lab practicals. The extension increases the time that other students are allowed when taking exams, quizzes, and computer-based tests. Unless otherwise noted in this letter, extended time is calculated at 2.0x what other students will receive. This does not extend the due date of an assignment. The student has completed the Alternative Testing Agreement verifying that they will follow ACCESS Office Testing procedures. Students are required to plan with their instructor for these accommodations, including how instructors wish to be reminded about placing tests in the Testing Center (i.e., by email, in person, a week in advance, one class period in advance, etc.) and when the tests open and close.

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Frequent Breaks for Testing (ACCESS Office)

This student may need to leave tests briefly to take short breaks. If a student also receives Frequent Breaks as an accommodation, the breaks are NOT counted in the extended time. These breaks are NOT counted toward the total test time.

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No Scantrons for Testing (ACCESS Office)

This accommodation allows the student to provide their answers to any multiple-choice assignments, quizzes, exams, or tests on the test paper or scratch paper instead of a Scantron form. If you require a Scantron form, an ACCESS staff member will transfer the answers onto the form and provide you with the test or scratch paper used.

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Less Distracted Area for Testing (ACCESS Office)

This accommodation allows the student to take exams, tests, and quizzes in a place with limited noise and distraction. The ACCESS Office requires that students follow ACCESS Testing procedures when scheduling any tests to be taken in the ACCESS Office areas.

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Pre-Approved Formula Card for Testing (ACCESS Office)

Pre-Approved Formula Card This accommodation allows the student a formula card for all quizzes and tests. This card is pre-approved by the professor.

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