

Extended Time (Double and a Half) for Testing (ACCESS Office)

Extended Time (Double and a Half) 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 this ACCESS student is allowed when taking exams, quizzes, and computer-based tests. Unless otherwise noted in this letter, extended time is calculated at 2.5x 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.

***DUAL CREDIT STUDENTS:** Only students taking courses at a Collin College campus can use the ACCESS Office or Collin College Testing Center for testing accommodations.

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.