

Exam Accommodations Information Sheets

General Instructions

- Complete and provide an *Exam Accommodation Form* for each test taken in the AccessAbility Center/Student Disability Services (AAC/SDS). Forms must be **COMPLETE** and accurate. Complete Section A and provide the form to your professor to complete Section B and both you and the professor sign at the bottom. This information is crucial in order for AAC/SDS staff to proctor the exam appropriately. If you are unclear on how to complete it, please ask the AAC/SDS front desk staff for assistance.
- A completed *Exam Accommodation Form* must be turned into the AAC/SDS by the student at least **one week** prior to the exam or quiz, which allows AAC/SDS staff to reserve space and coordinate your accommodation appropriately and effectively. All completed forms are dropped off in-person at the AAC/SDS front desk (NAC 1/218), or completed scanned forms are emailed to accessabilityexams@ccny.cuny.edu.
- Please note that if we do not receive a form in a timely manner, or the form is incomplete, we may not be able to proctor the exam. Forms are available in AAC/SDS, NAC 1/218, during business hours, and located online: <https://www.ccny.cuny.edu/accessability/forms>
- Please note that the AAC/SDS is open from 9:00am-5:00pm Monday to Friday. Exams scheduled earlier or later than business hours will require a rescheduled date and time on the form (under “Requested Exam Date” and “Requested Exam Time”). For final exams, AAC/SDS is open from 8:00am until 7:00pm.

Cancellations or Changes to Exam Dates and/or Times

- If for any reason you will be late, or need to request a change to your exam date, please contact your professor and the AAC/SDS center immediately. AAC/SDS cannot change exam dates and/or times without the professor’s permission. Please contact AAC/SDS at via telephone: 212.650.5913, or email: accessabilityexams@ccny.cuny.edu as soon as you are aware of your need to change your scheduled exam date and time.

No Show

- If you are a “no show” for an exam, the AAC/SDS will return the exam to the professor with notification that you did not report to AAC/SDS to take the exam. If you fail to show for exams repeatedly, or exhibit extreme lateness, you will need to meet with your AAC/SDS counselor to review the situation.

Lateness

- Students are responsible for being on time and keeping scheduled test time. Please note that if you are late, you will decrease the time you have to take the exam.
- All items not needed for testing will be placed in assigned locker (including, but not limited to, supplies, book bags, iPods, iPads, cell phones, etc.) until testing is complete. Personal electronic devices are not allowed unless authorized by the professor (indicated on the *Exam Accommodation Form*).
- Students taking exams at AAC/SDS are videotaped to ensure the integrity of exams.