

## **Student Policies & Procedures for Testing Accommodations**

### **Student Checklist**

- Set up appointment for testing accommodation requests with the Director of Disability Support Services/Project Assist.
- Meet with the Director and discuss testing needs. Receive Accommodation Notices for professors.
- Set up an appointment with your professor/ instructors to discuss your Accommodation Notice and Test Procedure forms within the first 2 weeks of class.
- Make sure your professor completes and signs the Accommodation Notice and Test Procedure form.
- Return the completed Accommodation Notice and Test Procedure form to the Disability Services Office.
- Contact the Office of Disability Support Services to confirm that all of your testing paperwork was received.
- Two days or more before your exam send an email to [projectassist@ccnj.edu](mailto:projectassist@ccnj.edu) or call 691-8600 x282 with the following information. Also, be sure that your professor knows of your intentions and is aware of the need to get the exam to our department.

- \_\_\_\_\_ 1. Your name
- \_\_\_\_\_ 2. A phone number where you can be reached
- \_\_\_\_\_ 3. Your class name
- \_\_\_\_\_ 4. The name of the professor
- \_\_\_\_\_ 5. The time, day and date of the exam
- \_\_\_\_\_ 6. Whether you need any adaptive equipment or special arrangements.

**This must be done every semester**

