

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

DISABILITY SUPPORT SERVICES

Testing Accommodation Guidelines and Procedures

PLEASE NOTE- Failure to observe these guidelines and procedures may result in a student being required to take the test along with their regular class without accommodations.

SCHEDULING:

- Regular class tests must be scheduled at least two working days in advance by the student.
- The test date and time must be agreed upon by the student and instructor before the exam is scheduled with the Disability Support Services (DSS).
- If the students do not show up at their scheduled test time and instead take the test during class time, in the classroom/online, they forfeit their testing accommodations unless they make previous arrangements with their instructor.
- Tests can be scheduled in the following ways:
 - By delivery or IOM: DSS (TRSC 127)
 - By phone: (910) 678-8559
 - By email: ada@faytechcc.edu
- Any changes on test day/time require a minimum of two working days' advance notice. Students must also get written approval from the instructor before a test day/time change can be made.
- Students are responsible for checking their class schedules and planning to take their exams within periods that allow for the full amount of extended time. If a student knowingly schedules during a period that does not allow the full amount of extended time, the student forfeits their right to full extended time.
- Students will not be excused from missing class to take a test. This includes lecture time that may begin immediately after the regularly scheduled test.
- It is the student's responsibility to be sure that all tests are scheduled with sufficient time to be finished before 5:00 pm. (All tests ending after 4:30 pm will be delivered back to the instructor the following business day.)
- **Cancellation of tests:** If a test must be canceled due to an emergency, students must notify the DSS and their instructor as soon as possible. To reschedule the test, the DSSO must have written permission from the instructor within 24 hours of the originally scheduled test time, or the test will be sent back to the instructor.

- Students must abide by all testing rules and regulations set forth in the FTCC Student Code of Conduct.
- Students need to arrive a few minutes before the scheduled test time to gather all necessary testing items.
- **Testing will begin at the scheduled time.** Extended time will be cut short if the student arrives late.
- If a student has not arrived and started the test within 15 minutes of the scheduled time, the test will be returned to the instructor.
- Students are required to present a photo ID to DSSO staff before taking the test.
- Students can use only the items the instructor has approved in writing for the test. Students will be asked to demonstrate that no unauthorized materials are being taken into the testing room.
- The DSSO cannot allow bathroom restroom breaks unless that is an approved accommodation. Any instance will be noted to the instructor, and repercussions will be administered at the instructor's discretion.
- DSSO staff is not allowed to answer any test related questions.
- Students are responsible for following instructions on the test and will assume any penalties that occur due to misunderstandings or misinterpretations.
- Students can use only the amount of time allowed by their accommodations.
- **Cellular phones must be turned off**, not in vibrate mode, during testing and the phone should never be used as a substitute for a calculator.