

TESTING ACCOMMODATIONS AGREEMENT

Please note that faculty may elect to provide accommodations directly. Please follow your instructor's procedures regarding testing accommodations.

*I understand that as a student using testing accommodations through the Center for Disability Resources (CDR) my responsibilities for **each** examination are:*

- ❑ To provide instructors with an Accommodation Letter from the CDR prior to scheduling the exam.
- ❑ To return the completed [Test Accommodation Form](#) (which must be signed by the instructor, no later than **one week** prior to the scheduled examination). *Please note that permission from faculty to take an exam at the CDR does not constitute notification to the CDR. Completed forms must be submitted one week in advance. This deadline does not pertain to final exams – final exam deadlines are announced by the CDR each semester.*
- ❑ To notify the CDR of any changes regarding the scheduled examination made by the instructor, which the CDR will confirm. Students wishing to change exam dates and or times due to circumstances beyond the student's control must obtain permission from the instructor and provide the CDR with at least 72 hours notice.
- ❑ To notify the CDR if I will be late, or if I am sick and unable to take the scheduled exam. Please note that make-up exams will only be given with the permission of the instructor.
- ❑ To notify the CDR if after scheduling an exam with the CDR I elect to take the exam in the classroom. Please note that instructors may not be able to provide accommodations if arrangements had previously been made with the CDR.
- ❑ To follow the procedures for testing accommodations in order to ensure the integrity of the examination and testing accommodations.

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I also understand that:

- ❑ The CDR is fully committed to upholding Illinois Institute of Technology's academic standards, course requirements, and the integrity of the academic program. **Cheating or any other form of academic dishonesty is strictly prohibited and engaging in such misconduct may result in disciplinary action.** If an incident or suspicion of cheating occurs while a student is taking an examination with the CDR, the exam will be stopped and the instructor and relevant Dean will be informed of the incident.
- ❑ I may not use any electronic devices including cell phones, beepers, or music players during the exam; I may not leave the testing area during the exam without permission; I may not talk or socialize during the exam.
- ❑ If I am approved for the use of a computer as an accommodation, I must use a computer supplied by the CDR, unless prior approval is obtained from the CDR and course instructor.
- ❑ I must arrive at the CDR scheduled exam time. Unexcused lateness will result in a deduction from my extended time or a rescheduling of the exam, but only with the instructor's permission.
- ❑ Although the CDR closes at 5pm, arrangements can be made for exams to be administered during the evening. All exams must conclude by 8pm.
- ❑ The CDR reserves the right to deny testing accommodations to students who fail to follow the above procedures.

TO BE COMPLETED BY THE STUDENT

I have read this Testing Accommodations Agreement and fully understand what my responsibilities are for each examination. I understand that my failure to comply with this agreement will result in ineligibility for testing accommodations. Furthermore, I also agree to uphold Illinois Institute of Technology's policy on academic integrity.

Name of Student (Please print)

Signature of Student

Date

**Send Form To: IIT Center for Disability Resources, 3105 S. Dearborn Street - LS 252
Chicago, Illinois 60616, disabilities@iit.edu**