

**EXAM ACCOMMODATION PROCEDURES & GUIDELINES**  
**Services to Students with Disabilities**  
**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**PROCEDURES:**

1. Instructor or course department may handle exam arrangements directly. If instructors or departments provide exam accommodations, they must do so according to the accommodations determined by the SSD office. If the instructor refers the student to SSD for testing, the student submits the completed Exam Accommodation Request Form to SSD according to the deadlines posted in the SSD office and emailed to the SSD listserve. This form may be obtained from the SSD office during normal business hours or on the SSD website.
2. For students who receive testing accommodations after the beginning of the quarter, submit the completed Exam Accommodation Request Form to SSD at least one class meeting prior to testing.
3. Take regularly scheduled exams on the same schedule as their nondisabled classmates. When scheduling conflicts occur, exams may be scheduled at an alternate time the same day or the following business day. Such conflicts will be handled on a case-by-case basis.
4. Take final exams on the schedule established by SSD, which differs from the final exam schedule published in the Class Schedule. Schedule and confirm dates and times of all final exams with SSD according to the deadlines posted in the SSD office and emailed to the SSD listserve.
5. Establish and maintain communication with SSD and instructors regarding exam arrangements, including informing the office of “pop” (unscheduled) quizzes/exams or timed in-class assignments. Students must bring their syllabus to SSD for copying if “pop” quizzes/exams or timed in-class assignments as soon as it is available after the first class meeting. SSD will make every effort to accommodate according to student’s class schedule. Take-home exams will be handled on a case-by-case basis.
6. For exams that are rescheduled by the instructor, students must inform SSD as soon as they know so that rescheduled exams can be administered on the same schedule as other students, or as soon as possible. Rescheduled exams require instructor permission or verification.
7. Complete an optional Exam Accommodation Feedback Form at the end of each exam session to rate the effectiveness of the proctor, reader, or scribe.
8. Report any problem with exam administration to the Academic Support Services Coordinator or proctor immediately. Time to investigate and correct a problem is not taken out of the student’s exam time.

**GUIDELINES:**

1. Accommodations are individualized and determined by the SSD counselor.
2. Students taking exams are expected to follow any special instructions provided by the instructor (e.g., open books, closed notes, etc.).
3. SSD will review the student's Exam Accommodation Request Form for completeness and scheduling arrangements. Student's signature on Form indicates that student has read and agrees to student responsibilities, including academic integrity. Incomplete or unsigned forms will be returned to the student for completion before acceptance by SSD.
4. SSD will contact the student's instructors to obtain the necessary exam information prior to the provision of accommodations.
5. Only approved items are allowed in testing rooms, including no backpacks or purses. No electronic devices, food, or drinks are allowed in the testing rooms unless they are approved by SSD. SSD has a secure place to store these items. Students' personal laptops are not allowed in the testing rooms.
6. Once exams begin, students may not leave the testing room unless permission is given by a proctor. Time allotted for an exam begins at the scheduled start time determined by the instructor and SSD. If a student arrives late for an exam, the scheduled ending time remains the same. Late arrivals may require that an exam be rescheduled and approved by the instructor. Make-up of missed final exams is at the instructor's discretion.
7. Exam activity will be monitored via video camera and proctors. All exam activity will be documented on the Exam Cover Sheet/Receipt and a copy provided to the instructor.
8. Any conflicts, discrepancies, or other irregularities related to the exam will be documented on the Exam Cover Sheet/Receipt and a copy provided to the instructor.

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I have read and agree to follow the Exam Accommodation Procedures & Guidelines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date