NEW!

Information for Students: Taking your exams in Student Support Services

By signing the Notice of Disability request, you agree to the following terms. It is important that you understand all of the information below. If you have questions, please contact Student Support Services immediately.

These policies and procedures are effective starting January 1st, 2010.

If you are eligible for testing accommodations, you may be taking your exam(s) in Student Support Services. Please adhere to the following procedures and policies when scheduling exams in SSS. If you have any questions about the information below, be sure to talk with a staff member in Student Support Services at least a week before you take an exam, so that we are all on the same page.

Procedure for setting up an exam in Student Support Services:

1. You must have already filled out a Notice of Disability with either the Director or Assistant Director of Student Support Services and completed the Request to Send Notice to your instructors.

2. Talk to your professor AT LEAST ONE WEEK before EVERY exam. You need to determine:
   a. Are you electing to use the accommodation of extended time on the upcoming exam?
   b. If you are using extended time, how would you and the instructor like to handle the accommodation? In Student Support Services or with the class?
   c. Does the exam have any special instructions or special sections? If so, those instructions must accompany the exam. Please remember SSS does NOT proctor the listening or oral portions of exams.

3. Once you have talked with your instructor and determined that you are taking the exam in Student Support Services, you need to schedule your exam with SSS. Do this AT LEAST ONE WEEK before your exam. You can schedule your exam in person at the front desk, by calling the office, x7192, or by emailing rbrooks@lclark.edu

Do's and Don'ts of Taking Your Exams in Student Support Services:

- **DO** manage your own time during exams. When your time is up, you are responsible for turning in your test and all related materials to Student Support Services immediately.

- **DO NOT** arrive late for your exam. Your exam starts at the originally scheduled time and ends at the originally scheduled time.

- **DO** abide by the Lewis & Clark Student Code of Conduct.

- **DO NOT** try to negotiate with SSS staff for additional time or special considerations. We are responsible for maintaining the integrity of your exam, and we abide by specific rules to protect you and our office.