Many professors will list on their syllabi exactly when to speak with them. If they do not, please do so early in the semester. Make an appointment with the professor or meet the professor during office hours so that you can have a quiet, private meeting. If you have extended time, as a testing accommodation, you will need to coordinate with the faculty concerning the time of the test, particularly whether you start early or go late. Furthermore, you will need to plan exactly where you will take the test and where and when you will pick up and return the test. If you have other accommodations, such as use of a computer or a calculator, discuss that accommodation as well.

The Oberlin College honor system applies to all academic work, including tests you take with accommodations. When you sign the honor code at the end of your test, you are agreeing that you abided by all of the conditions of your accommodations, as they were determined by the Office of Disability Services, and exactly as you and the professor agreed.

Office of Disability Services
Peters Hall G-27
50 North Professor Street
Oberlin, OH 44074
Test Taking Accommodation Process

Students request their letter of accommodation from the Office of Disability Services. In order to receive a letter, the student must first disclose disability, and meet with a professional staff member of the Office who will talk with the student about his or her disability. The student and the staff member will decide upon testing accommodations.

The most frequently assigned testing accommodations are extra time on tests and a distraction reduced testing environment. Sometimes students may also have the need to use a computer for word processing. The specific accommodations are listed on a letter to the faculty member that the student will deliver.

Once the student receives the accommodation letter, he or she should provide the letter to the faculty member. At this time, the student has the opportunity to speak with the faculty member about their particular style of learning, discussing strategies that the student might use and ways the faculty member can be helpful.

Either the student meets with the faculty member during office hours or he or she schedules a private appointment. Students will need to present the letter well in advance of the actual testing date, at least two weeks. If the student does not provide the letter in a timely fashion, the faculty member has the right to deny the accommodation.

In the meeting, the student should fill out a testing accommodation checklist (a sample is attached to this pamphlet) while determining the specifics of the testing accommodation. That way, the student has a record of the agreed upon accommodations.

The Office of Disability Services is available to assist in the process as the student and/or faculty member request. Although the office has limited testing space, the space is available on a first come first served basis. Faculty should contact ODS if they would like to use this testing space.

Sample* Testing Accommodation Checklist

Course:__________

- Date of Test:

- Time of Test: ___________ - ___________
  from ___________ to ___________

- Location to pick up test:

- Location to take test:

- Location to return test:

- Special conditions: ______________________

Faculty Signature

(*Testing Accommodation Checklists can be downloaded from the ODS website. Find it by clicking: “Accommodations” then “Exam Accommodations.”)