

Disability Services

Procedures for Obtaining Alternative Testing

Alternative testing is available through Disability Services in the Office of Student Life in cooperation with instructor(s). Tests administered in alternative formats help to more accurately reflect students' achievement levels without interference from disability-related factors. Alternative formats might include extended time, tape-recorded exams, use of adaptive equipment, a private room, and/or the use of a reader or scribe.

Eligibility for this service is determined by coordinator in Disability Services and is based on professional documentation provided by the student. Students should provide and comply with the following information as soon as testing needs are known. **All appointments for exams must be scheduled in Disability Services at least five (5) business days in advance of the anticipated test date.**

Guidelines for Using the Alternative Testing Service

1. Meet with your professor(s)/instructor(s) before or during the first week of the semester to discuss disability and exam arrangements. You will be provided with Provision for Alternative Testing (PAT) forms and are responsible for completing them with your professor and ensuring their receipt in Disability Services.
2. A Provision for Alternative Testing form must be completed by you and your course instructors for every class you take. **Instructors must be shown Accommodation Letter when PAT form is provided to him/her.** Disability Services can keep a permanent request completed by your course instructors on file if the conditions for all your exams are the same for a particular semester. The request will outline required testing conditions, delivery and return arrangements, and date and time of exam/quiz.

Each exam/quiz must be scheduled at the same time as the regular class is scheduled, with the exception of evening classes. If additional time is the approved accommodation, the test must be scheduled to begin before the actual class time. For example, if the class is taking the exam from 1:00 to 3:00 p.m., and you need time and a half, the test must be scheduled from 12:00 noon to 3:00 p.m. Exceptions are made only when a student has back-to-back classes. **All exams must be completed by 5:30 p.m. Monday through Thursday and 4:30 p.m. on Fridays.**

3. Arrive a few minutes early and be ready to take the exam at the scheduled time. Additional time **will not be given for late arrivals. If I arrive more than fifteen minutes after the scheduled time, I must go to the classroom to take the exam.** You should contact your professor as soon as possible to make new arrangements for any missed exam/quiz.

Changes/Cancellations of Exams: **If a change in arrangements is necessary due to illness or emergency, contact your professor and Disability Services as soon as possible. If you cancel an exam and want to reschedule, we must have written or verbal permission from your professor/instructor.**

All Students are expected to understand and follow the above guidelines. If guidelines are not followed, provisions of the service cannot be guaranteed.

Students are expected to uphold the integrity of the examination process and are subject to procedures for academic dishonesty. Please refer to the Handbook of Operating procedures – Chapter 49 – Section 49.36. <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>