

How to Schedule a Test with Disability Services

If you use testing accommodations and your professor has indicated that s/he **cannot** administer your exam and that you will need to make testing arrangements in Disability Services, please follow these steps:

- You must contact the Disability Services Center a **minimum 1 week** before the date of the test. **If you do not provide 1 week advanced notice, your test will not be scheduled.** Requests made with less than 1 week will be documented for further review by the Director of Disability Services to determine 1.) The reason adequate notice was not given, and 2.) Whether a waiver of the rule would be possible based on room availability and also how many times the same student has made requests with less than one week advanced notice.
- If your course syllabus already lists **all** dates that tests will be given, you are strongly encouraged to pre-book all of your tests for the semester.
- To contact Disability Services Call 401-456-2776, e-mail dsc@ric.edu, or stop in Craig Lee Hall 127.
 - Information to include when scheduling your test:
 - Your first and last name
 - Name of your class and name of your professor
 - Date and Time that the class will be taking the test
 - How much time the professor is giving the rest of the class for the test. This information is needed to calculate the correct amount of time for your test.
- A room will be reserved for you by Disability Services. On the day of the test, report to Disability Services in Craig Lee 127 at your scheduled time and staff safely store your belongings and will escort you to the reserved room.
- If your test is scheduled to run the whole class period, you are not expected to return back to class when finished. In you are eligible for extra time you may need to schedule your exam to start earlier and/or end later.
- If your test is scheduled to run only a portion of the class period (e.g. test first followed by lecture), you should return to class when finished with the test. If the test is followed by lecture you should schedule the test **to have an earlier start time**, so you can arrive back to class on time when you are done with your test.
- If your test must rescheduled due to inclement weather or the professor's decision to postpone, contact Disability Services **on the day you are notified of the new test date by your professor.**
- Absent extraordinary circumstances, you must schedule take your test on the same date the rest of your class is taking it. Professor permission is **always** needed, in advance, if you are seeking to take your test on a different day. The Disability Services Center will only support moving a test date if there is a **clear, disability-related** reason for needing an alternate date. Disability Services will not advocate for moving tests for non-disability related reasons such as work schedules or other student commitments.