

Information for Students Receiving Testing Accommodations

Procedures for College of Law exams

We have received documentation from the Student Disability Services Office and we are happy to help make your exam scheduling and administration as smooth as possible. Beginning with the Spring 2009 exam period, all students receiving testing accommodations must comply with these procedures:

- ◆ Arrive at the College of Law Registrar's Office no later than 8:45am on the morning of your exam for your room assignment. You will be allowed to 'set-up' your space to prepare to take your exam.
- ◆ **The proctor will arrive at 9:00am to begin your exam.** A sheet attached to your exam will indicate the amount of time for the exam, specified accommodation time, and travel time. The proctor will begin your exam. You are required to submit your exam on time, to the Registrar, in Room 201N when your specified time has concluded. Exams turned in late are marked as late and are subject to the rules of the Professor and Honor Council.
- ◆ Please note that you are on your honor and bound by the College's Honor Code. In addition to the Code, students are read a "script" prior to the start of each of their exams which details information on the actual administration of every exam. Since you are not with your classmates to hear that information, you will be given a copy of the script to read. You will be required to return a copy of the script with your signature stating that you read and abided by those instructions.
- ◆ You are also obligated, and by signing the pledge slip you are admitting, that you have read and understand the "Exam Procedures" that are posted on the College of Law's website under "exams."
- ◆ As with all other students, you are required to be on time. Time will not be extended for your tardiness. It is not fair to your fellow students to hold up the start of the exam. However, if there is an emergency, please call Charlene immediately at 513-556-0070 and she will help you.

Printed Name

Signature

Date