

## GUIDELINES FOR EXAM ACCOMMODATIONS

Pepperdine University  
Disability Services Office  
TCC 264  
(310) 506-6500

The following guidelines are for students who are determined eligible for exam accommodations. Instructors are encouraged to provide testing accommodations within the classroom; however, if your instructor is unable to provide appropriate accommodations, you may schedule your tests at the Disability Services Office (DSO).

1. Pick up “Accommodation Letters” and “Request for Proctoring Services” forms from the DSO or obtain them online at <http://www.pepperdine.edu/disabilityservices/students/forms/> at the beginning of each semester. You must complete a “Service Request” form prior to receiving your accommodation letters
2. Meet with each of your instructors to discuss the accommodations you require. If you need to have your exam proctored at the DSO, you must complete the Request for Proctoring Services form with your instructor. Your instructor must approve the Request for Proctoring Services form including the scheduled time and date of exam, and listing the materials, if any, you will be allowed to bring and use during the exam.

*Note: Do not leave form with instructor to be filled out. It is your responsibility to fill out and return this information to the DSO.*

3. Students who have exams that include graphs, charts, diagrams, illustrations, or audio/video components (i.e. a painting on an overhead, or an excerpt from a piece of music in a Humanities class) are responsible for communicating with instructors about providing appropriate alternatives for those items.

Reasonable alternatives include:

- the instructor providing a flash drive or CD to the DSO proctor for playback of music, or, in the case of a foreign language class, a sentence or phrase that must be translated
  - providing an audio version of a portion of the exam (i.e. to describe a graph or illustration)
  - testing within the instructor’s department, in which case the instructor would still be proctoring the exam
  - providing a printout or CD with images that will be shown on the computer
  - providing a qualified reader (i.e. identified by instructor and qualified in subject area)
4. As soon as difficulty arises (e.g. cannot get appointment with instructor, scheduling conflict, instructor questions legitimacy of accommodation, or the accommodation is not effective) contact the DSO immediately for assistance.
  5. Return the Request for Proctoring Services form to the DSO ***no later than one week prior to the date of the exam.*** Final exams need to be scheduled two weeks prior to the date of the exam.

6. If valid circumstances require a change in your exam schedule, please notify the DSO immediately.

If you are planning to reschedule your exam to a different time than the rest of the class, the DSO MUST receive an email from the professor approving the time and date change. The professor can also describe and approve this change on the proctoring form as well.

To cancel an exam, contact the DSO as well as your instructor as soon as possible. The DSO may not be able to accommodate students who request final exams to be scheduled or changed with less than two weeks notice.

***NOTE: Request for Proctoring Services forms with test dates listed as “To Be Announced” or are left blank will not be accepted.***

7. Arrive at the DSO at least ten (10) minutes prior to time of exam and begin exam at the scheduled time. The time allotted for your exam will not be extended due to tardiness. Students arriving early will not be permitted to begin their exam until the scheduled time, nor will students be permitted to study during their scheduled exam time. ***Your instructor will be notified of late arrivals and no-shows.***
8. During the exam, you will be allowed to bring and use only the materials that have been indicated by the instructor on the Request for Proctoring Services form. Leave all unauthorized materials, including jackets, backpacks, cell phones, etc. in the DSO.
9. Should you encounter any difficulty or other concern during your exam, please inform a proctor in the DSO immediately.
10. Students accommodated with exam proctoring at the DSO are expected to adhere to the University’s policies regarding academic honesty, including those outlined on the Academic Ethics Form each student must sign for the Academic Advising Office. Please be advised that the DSO does monitor each of our exam rooms, and will report any cheating directly to the professor. A DSO staff member may come into the room you are testing in at any time to perform a random integrity check.

***Note: The DSO is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the above stated guidelines and with other DSO policies and procedures may result in delays in or denial of the provision of accommodations.***

I have read and understand the above-outlined policies, and I agree to follow them in order to receive exam accommodations.

\_\_\_\_\_  
Student’s Name (print)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date