Testing Accommodation Process

The Testing Accommodation Process provides a streamlined way to coordinate testing for students who need accommodations. The success of the Testing Accommodation Process depends upon all of us doing our part: faculty, students, and staff.

# Timeline

Between one week before and two weeks after the start of each quarter

* Students register with the Disability Resource Center to become eligible for testing accommodations.
* Once eligible, students may for accommodations each quarter, students should go to [www.foothill.edu/al](http://www.foothill.edu/al) and click on “Accommodations Request” on the left.
* The Disability Resource Center sends an Accommodations Notification via email with details about each student’s accommodation needs to faculty and students. (Email messages to faculty are only sent to official Foothill College email addresses.)

Within five business days of receiving the Accommodations Notification

* Faculty contact the Disability Resource Center with any questions or concerns about the Accommodations Notification

Within ten business days of receiving the Accommodations Notification

* Student meets with his or her instructor to discuss accommodations and coordinate testing. If the student is taking an online class, he/she emails the instructor to coordinate testing.

After ten business days of receiving the Accommodations Notification

* Faculty complete and submit the Acknowledgement Form.
* Faculty will receive two Accommodations Notification reminders via email: 14 and 28 days after the original notice. (Faculty can ignore these reminders if they have already submitted the Acknowledgement Form.)
* Student schedules exam dates/times at least one week in advance of exam date.

# Faculty Responsibilities

* Review the Accommodations Notification and contact DRC staff with any concerns or questions you have about the accommodations.
* Meet with the student to better understand his or her strengths and challenges. As well as logistical issues involved with accommodated exams.
	+ For example, if you teach an evening class and require proctoring services from the testing center, your student will have to start their exam earlier and end no later than 7pm.
* Within 10 business days upon receipt of the Accommodations Notification, complete and submit the [Faculty Accommodation Acknowledgement form](https://www.surveygizmo.com/s3/1102815/faculty) (<https://www.surveygizmo.com/s3/1102815/faculty>) in order to:
	+ Confirm that receipt of the email message with information about accommodation for an enrolled student.
	+ Confirm that the student has met with your or contacted you to discuss his/her accommodations.
	+ Let the Testing Center staff know how to address testing accommodation for this student.
* Complete a separate Acknowledgement form for each student using the unique Password for that student. This Password is included in the Accommodations Notification.
* Check the accuracy of the information that is pre-populated in sections 1-8.
* In Section 9, acknowledge receipt of the notification and indicate whether or not the student has met with or contacted you.
* In Section 10, agree with the accommodations or discuss the accommodations with DRC Staff.
* In Section 11, indicate if you what to proctor tests on your own, use the Testing Center, or both.
* If you wish to proctor tests on your own, you do not have to complete sections 12-17. Please scroll to the bottom and click Submit.
* If you wish to use the Testing Center, please complete sections 12-17.
* To be able to return to this form at a later time, click on “Save and Continue” at the top.
* Once you are ready to submit this form, click on the Submit button at the bottom. A copy of your submission will be emailed to you.

# Student Responsibilities

* Contact instructors within 10 business days upon receiving the Accommodation Notification.  Both student and instructor receive this notification at the same time.
	+ Students who do not meet with instructors about their accommodation needs may not receive their accommodations.
* Meet with instructors **before** scheduling exams with the Testing Center.
* Arrange for disability-related accommodation with the Testing Center at least one week **before** taking the test.

# DRC Staff Responsibility

* Assist students in completing the Accommodation Request form.
* Address any concerns or questions that faculty have about the Accommodations Notification.

# Testing Center and Responsibilities

* Review the Testing Accommodation Requests from the instructor and contact the instructor if there are any questions.
* Coordinate with students who schedule accommodated testing.