**Why Testing Accommodations?**

The Americans with Disabilities Act (ADA) ensures that individuals with disabilities have the opportunity to fairly compete for and pursue such opportunities by requiring testing entities to offer exams in a manner accessible to persons with disabilities. When needed testing accommodations are provided, test-takers can demonstrate their true aptitude.

www.ada.gov

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**Professors Responsibilities and Testing Accommodations**

If the Professor is aware the student is registered with CAS:

- Upon receiving the accommodation letter, communicate with the student about their testing needs.
- Discuss if a quiet location for testing is needed, and agree on location (CAS office, classroom, Professor’s office, etc.).
- Discuss and/or complete the Proctoring Request Form with student (best practice to complete all of the forms at the beginning of the semester to ensure requests are shared in a timely manner).
- Communicate via email or phone with Testing Coordinator when sharing exams.
- Contact CAS with questions or concerns regarding a student’s testing needs.

If the professor has concerns and a student has not disclosed any information:

- Hold a private meeting and discuss concerns.
- Invite a member from the CAS staff (with permission from the student) to the discussion.
- If a member from CAS was not at the meeting, encourage the student to visit or call a CAS Coordinator to discuss possible accommodations.
- Share Radford University resources such as: CAS, CAPS, HKC, Academic Coaches, etc.

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**Student Responsibilities and Testing Accommodations**

- The testing accommodation is an individually approved accommodation for students registered through the Center for Accessibility Services (CAS)
- If the student chooses to use this eligible accommodation, the student should schedule a meeting with the professor outside of class time to discuss accommodations and both parties sign the academic accommodations contract. (A copy of the contract will then be shared with CAS, the student and the professor).
- If test proctoring will occur at the CAS offices, the student will complete the top portion of the CAS Test Proctoring Request form and the professor will complete the rest of the form. Any needed materials for the exam must be identified and approved by the professor prior to the exam (i.e. calculator, scrap paper, etc.)
- The Test Proctoring Request form should be submitted to the CAS office seven business days prior to the exam to ensure timely coordination.

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**Examples of Testing Accommodations**

- 50% - 100% extended time on exams
- Reduced distraction environment
- 4-Function Calculator
- Reading Software

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**Reminder**

Forms should be submitted via email, student drop off, or professor drop off **seven days prior** to the exam.