Access Center
Metropolitan State University of Denver

Accommodated Testing Procedures

Test Accommodations are provided to allow students with disabilities an equal opportunity to demonstrate their academic abilities. Students who wish to use testing accommodations must follow these policies and procedures:

- Students must be registered with the Access Center and be approved for testing accommodations.

- Meet with your instructors, provide them with an ADA Accommodation Notification Letter, and discuss what test accommodations you plan on utilizing. To schedule an exam with accommodations, go to the Access Center website, www.msudenver.edu/access and click on the “Schedule Exam” tab on the home page and follow the instructions.

- Contact the Access Center immediately for assistance if you experience any issues with using the exam scheduling system.

- The Exam Scheduling System requires students to submit their request *at least 7 days prior to test date indicated on the course syllabus.*

- Students will have the option of contacting the Access Center Accessibility Accommodation Specialist to schedule an exam under the 7 days’ notice if they can document that their professor has not provided sufficient notice of the exam.

- Students who are not in compliance with testing policies and procedures will need to take their exams in class without accommodations.

- The Access Center makes every effort to administer tests at the same time the class is taking the test. Occasionally this is not possible due to limited space. In this situation, we will administer it as close as possible to the class time.

- Arrive at the Access Center on time for your test. Students who come late will have the "late time" subtracted from their allotted testing time.

- If the student does not show up for a scheduled exam, the exam will be returned to the professor. Any make-up exam, if allowed, must be authorized by the professor.

- If you are unable to take an exam due to illness or emergency, please contact your professor and our front desk immediately. The Access Center will not change the time or date of scheduled exams without written consent from your professor.

- Students are not permitted to study during scheduled test time.

- Because visits to the restrooms compromise exam security, they will be permitted only in emergency situations.

- Students are responsible for all personal exam materials, i.e. scantrons, calculators, etc.
• Leave all materials such as jackets, hats, book bags, and cell phones in the designated area. The Access Center is not responsible for lost or stolen items.

• No content assistance can be provided from Access Center staff, nor are students allowed to use books, notes, etc. unless specified by the professor.

• Students are expected to abide by the Student Conduct Code: Academic honesty includes, but is not limited to: plagiarism, cheating, or fabrication. Any student observed utilizing any unauthorized resource during an exam will be reported to the Student Judicial Officer and their professor. Testing is monitored by cameras with recording capabilities and by Access Center staff.

I acknowledge that this document will be sent to my MSU Denver email address and I am responsible for reading this document and seeking clarification of any information contained in this document from the Access Center.

Signature: ______________________________________ Date: ____________________

Revised: 10/15