



Testing Accommodations Contract - Student Responsibilities

Disability accommodations are arranged to provide access to college courses and activities and are meant to provide a level playing field so students with disabilities have the same opportunities as non-disabled students. They are in no way meant to provide preferential treatment or lower essential course standards.

1. I am responsible to sign up a time to take tests in the Access Center at least 3 days **prior** to the test date.
2. Tests must be taken on the same test date as the class, unless the instructor has given permission for an alternative date.
3. Access Center staff will monitor test time allowed, including extended test time, and will notify me of the time I must stop and turn in the test.
4. If I am unable to keep my testing appointment, the instructor will decide if I am allowed to reschedule the test.
5. I understand that I must request test accommodation services prior to the beginning of **each** semester. Please give the Access Center a copy of your class schedule. If your schedule changes, please notify the Access Center.

Release of Information/Statement of Confidentiality

1. I give the Access Center permission to work with instructors and other support services on campus to set up accommodations on my behalf.
2. I give the Access Center permission to work with support services in the community.
3. I give the Access Center permission to share information with my parent/ guardian. – Yes / No
4. I give the Access Center permission to share information with other educational institutions. – Yes /No

I understand that the only information to be discussed will be the fact that I am registered with the Access Center and what my needs are, based on my disability, in order to receive accommodations and advocacy related to my disability. I also understand that full disclosure of my disability by the Access Center violates my rights as prescribed by law. An exception to this law is if I indicate an intention to harm myself or others, service providers are mandated by law to report this intention. I also understand that I have the right to accommodations under Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations are determined on a class by class basis and do not cause undue hardship to the institution or lessen the standards of a program.

I, _____, have read and understand the above responsibilities and
(print name)

information. _____
(signature) (date)