

## Accommodation Policies

Disability Services (DS) aims to ensure access and services for students with disabilities. The DS coordinator will work with each student to make sure that they have an equal opportunity to participate in Oregon Tech's programs and services. Accommodation requests must be made in a timely manner. Students who are requesting accommodations are required to meet with the DS coordinator, or the appropriate appointee, to discuss the request. Each student knows how their disability affects them; therefore, it is important that you meet with the DS coordinator to discuss your needs and how they relate to you as a student in the classroom or beyond.

In order to receive accommodations:

- Each student needs to make an appointment to meet with the DS coordinator at the beginning of each term to discuss accommodation needs and how they relate to each course the student is registered for.
  - Accommodation and services are determined per individual student, on a course-by-course basis. This is why students are encouraged to meet with the DS coordinator before the start of or at the beginning of each term. This meeting will allow the DS coordinator and the student to determine the appropriate accommodations for each class.
- Once accommodations have been established, an accommodation letter will be generated for each class where accommodations are needed.
- **If a student has not met with the DS coordinator to discuss accommodations and/or has not returned a signed accommodation letter from the instructor, the student may not receive their accommodations. Please visit with the DS coordinator if you have any questions or concerns.**

## Test Accommodation Policies

The goal of test accommodations is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Disability Services coordinator makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. In order to determine eligibility and determine details of your accommodations:

- Make an appointment to meet with the DS coordinator early in the term. It helps to have all of your course syllabi at this appointment to discuss test dates and scheduling your tests.
- Obtain your accommodation letter for each course. Your letters should be available for pick up 24 hours after your meeting with the DS coordinator.
- Have your accommodation letter signed by your instructors and **return it to the Disability Services Office no later than five (5) working days before your first exam or exams will not be scheduled.**

Students are expected to make contact with each instructor to discuss their accommodations and to address any potential concerns. It is best to meet with your instructor during their office hours or set up a time to meet with them individually.

### Scheduling Exam Dates and Times

- Disability Services will schedule each student in Register Blast for their exams, if they plan on taking them in the Testing Center. This assists in making sure each student receives their proper accommodations and allows Disability Services to make contact with your instructor, reminding them that you are scheduled for an exam.
- **You will take your exam at the same day and time as the class unless there are circumstances which will prevent you from not receiving your full accommodations. You must have instructor approval if taking your exam at a different time than the scheduled class time.**

### Arriving for Exams

- Please arrive at the Testing Center on time. Test takers who arrive late must still finish their exam in the time allotted. If the student is over 10-15 minutes late, instructor permission may be needed to begin the exam late or the student may not be able to take the exam at all.
- If you arrive on time, but there is a delay in seating you, the ending time for your exam will be adjusted accordingly.

These policies are in place to ensure that each student receives the accommodations they need to ensure the integrity of each exam that the student is taking. Please contact your DS coordinator with any questions or concerns regarding accommodation policies.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

DS signature: \_\_\_\_\_ Date: \_\_\_\_\_