UNO ACCOMMODATED TESTING PROCEDURES

Please contact ASC if you need assistance in completing this form.

The UNO Testing Center (“TC”) is available to students who have testing accommodations as part of their accommodation plan developed through the Accessibility Services Center (“ASC.”) Please observe the following policies and procedures for utilizing the TC for accommodated testing:

STUDENT RESPONSIBILITIES

Please acknowledge your understanding of these student responsibilities by initialing after each section.

Meet With Your Professors

- Verify that each instructor received your accommodation plan from ASC.
- Review each syllabus to find exam dates and testing formats.
- Discuss your testing accommodations with each instructor, and explain any alternate format conversions that will be required.
- Alternate format conversions should be requested as far in advance as possible to avoid delays in material availability.
- If you or your instructor have questions about alternate format arrangements or need assistance converting exam content, please contact ASC.

Student Initials: __________

Schedule Your Exams

- To schedule exams, call the TC at 402-554-4800, email the TC at unotestingcenter@unomaha.edu, or visit the TC in person during office hours at Kayser Hall, Room 522.
- You must schedule exams with the TC at least five business days in advance of the examination date.
- Exams should be scheduled as close as possible to the same date and time as the classroom exam date. Any flexibility must be discussed with and approved by your instructor prior to the exam date.
- It is strongly recommended that you schedule the entire semester’s exams in advance after discussing accommodations with your instructors.
- If you have Extended Time as an accommodation, you must schedule for the full extended time, even if you think you will not use it.
- Testing accommodations must be part of your existing accommodation plan. If you want to modify your plan, please contact ASC.

Student Initials: __________

Confirm Your Appointments

- Call the TC at 402-554-4800 at least 24 hours in advance to confirm your exam accommodations.
- Ask the TC if the testing materials have been delivered to them.
- Verify the precise start time for your exam.

Student Initials: __________
Attend Your Exam Appointments

- Arrive on time. If you arrive more than 15 minutes late, you will be marked as a “no show,” and you will need instructor approval to reschedule your exam.
- Bring valid photo identification. A UNO MavCard is preferred.
- Store your personal items in a TC locker during your exam. Electronic devices are not allowed in the TC unless specifically permitted by your accommodation plan.
- Food and drink are not allowed in the TC unless specifically permitted by your accommodation plan.
- Exam sessions are electronically monitored and may be videotaped.
- All students must abide by the University’s policy on Academic Integrity. The TC is required to report any acts of academic dishonesty.

Student Initials: ____________

My signature below indicates that I have read, understood, and will abide by all the terms and conditions of this policy and procedure document.

Signature: ___________________________________________ Date: __________________________