HK 104 • Phone (402) 554-2872 • Fax (402) 554-6015 • unoaccessibility@unomaha.edu • accessibility.unomaha.edu

Accommodated Testing Procedures

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 the 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, contact the ASC.

Student Initials:	_

Schedule Your Exams

- Exams are scheduled by calling 402-554-4800, emailing unotestingcenter@unomaha.edu, or in person at Kayser Hall 522 during TC office hours.
- You must schedule your exam with the TC at least *five business days* in advance of the examination date.
- You must schedule your exam as close as possible to the same date and time as the classroom exam date. Any flexibility must be discussed and approved by the instructor prior to 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 Exam	Appointments

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

Stud	ent Ir	nitials:	

accommodations.

Attend Your Exam Appointments

- Arrive on time. If you arrive more than 15 minutes late, you will be marked as a "no show," and if you want to reschedule your exam, your instructor will have to approve it.
- Bring valid photo identification. A UNO MavCard is preferred.
- Store 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. TC is required to report any acts of academic dishonesty.

Student Initials:						
have read and understand the information contained in this procedures form.						
Signature of Student	NU ID #	Date				