

**Appendix G: Tomnitz Family Learning Opportunity Center
Testing Accommodations Agreement Form**

I _____ (print your name) understand and agree to abide by the following guidelines regarding testing accommodations in the Tomnitz Family Learning Opportunity Center. I further understand that failure to follow these guidelines may result in either not being provided accommodations, or insufficient time to complete an exam if alternate testing accommodations are granted.

At the Start of Each Semester:

At the beginning of the semester you need to self-identify with each professor that you are intending to take your exams in the LOC with accommodations. At this time you should discuss the accommodations you need for their class so the faculty is fully informed.

Prior to the Exam:

1. Communication of testing needs to members of the faculty in a timely manner. This does not mean an email sent at 2:00 am the morning of an exam, rather this means an email should be sent at least one week prior to the test to the faculty member reminding them of your intentions.
2. Communication with the Learning Opportunities Staff of my testing needs in a timely fashion. The staff requires a week's notice, but recognizes that faculty may change dates for exams.
3. Communication and scheduling of needed testing accommodations with the Learning Opportunities Center staff to ensure availability during the examination. (This includes computer use, readers, scribe work and any other accommodations that have been approved.)
4. If exams are to be taken in multiple sessions, obtaining prior approval from the appropriate faculty member for this accommodation and coordinating this request with the LOC staff.

During the Exam:

1. Begin the exam at the scheduled time, or the time agreed upon with the instructor.
2. Refrain from talking, or attending to other needs during the exam, as indicated by the posted NOTICES in the LOC.
3. Abide by Westminster College's Honor Code while taking exams in the Tomnitz Family Learning Opportunities Center. This also includes reporting Honor Code violations observed in the Center. Failure to follow the Honor Code, could remove you from testing services offered in the LOC.

Signature: _____

Date: _____