



Lindsay Green, Director of
Accessibility
lgreen@siena.edu
518-783-4239

Office of Accessibility Testing Accommodation & Distraction Reduced Location Policy and Protocol

If you have the accommodation of testing accommodations (1.5x time, 2x time, Reader, Scribe, Computer on exams, etc.) please read through our policy and protocols.

All requests for testing accommodations must be submitted through the Office of Accessibility at **least 5 days prior to the date of quiz, test or exam**. Please note that extended testing time is only applicable to timed exams but if the need for a reader, scribe or computer is present, you may still submit a request for the specific assessment. All exams will be proctored by Office of Accessibility staff in our testing areas (Foy 108 & Hennepin Hall Testing Center (ground level)).

1. Discuss with your professor the parameters of the quiz, test or exam (how long the professor is giving the class to complete, when the quiz, test, exam occurring during the class, and how they would like you to complete this).
2. Submit a request at **least 5 days prior** to exam occurring <https://www.siena.edu/testaccommodationform>
 - a. You will use your Siena Log in without the "@siena.edu"
3. Fill out all the required information. *Please note: The office is only open Monday- Friday 8:30am- 4:30pm. If you assessment is occurring at a different time, please discuss with your professor and the Office of Accessibility on when this assessment should be completed.*
4. Office of Accessibility and your professor will collaborate on setting up the exam for accommodations.
5. Accessibility will email you confirming exam, date, start time, location and who will proctor you.
6. You will arrive at the testing location prepared and on time the day of the assessment.
7. After the exam, The Office of Accessibility will return the exam to the professor.

Testing Accommodations only need to be submitted for those quiz, test, exams that you would like to receive accommodations on. If you want to take your exam in class with standard time, there is no need to notify the Office of Accessibility nor submit a form.

Please reach out to Lindsay Green, Director if you have any questions.