



**TESTING ACCOMMODATION PROCEDURES
AT THE CF OCALA CAMPUS**

1. To schedule your test, you must notify the Accessibility and Counseling Center (ACC) at least **THREE** days in advance by:
 - Option 1: Schedule an exam by using the online option on the Testing and Assessment Webpage., under Accessibility Students: www.CF.edu/Testing.
 - Option 2: Complete the Test Form Sign Up in person at the ACC.
 - Option 3: Send an email to disability @CF.edu with your test date, time, course number/section, and instructor’s name.
 - Option 4: Contact the Accommodation Specialist at 352-854-2322, ext. 1395 to be added to the testing schedule.
2. The Accommodation Specialist will send the form to the instructor and arrangement for proctoring the exam.
3. All tests must be taken on the same day and at the same time as the course, unless approved in advance by both instructor and Accessibility Services. Accessibility Services will not accept a change without a written note, voicemail or email from the instructor approving a change in the time or date.
4. If a test is canceled or rescheduled, notify Accessibility Services immediately:
 - Disability@CF.edu
 - Ocala Campus: 352-854-2322, ext. 1395
 - Wilton Simpson Citrus Campus: 352-249-1213, ext. 6168
 - Jack Wilkinson Levy Campus: 352-658-4077
5. If you miss the test for any reason, it will be your instructor’s decision as to whether or not you may make it up. Refer to your course syllabus for specific policies.
6. If you arrive late, miss a scheduled test appointment or fail to make advance arrangements three times in a given semester, your Accessibility Services testing accommodations may be stopped for the remainder of the semester.
7. No food or other drinks, purses, bags, cell phones, pagers or PDAs will be allowed in the testing room. No books, notebooks or calculators will be allowed unless authorized in writing by the instructor on the testing form. These items will be placed in a locker outside the testing room.

Important: Accessibility Services will not tolerate cheating or academic dishonesty in any form. If anyone is suspected of cheating on a test, that test will immediately be taken away from the student and returned to the student’s instructor or the test administrator. That and any other type of suspected academic dishonesty will be reported to the instructor. Your instructor will determine a course of action and the consequences. The CF Student Handbook contains the Code of Student Conduct and information about the Academic Integrity Policy. These rules and regulations apply to all students, regardless of disability status.

I understand the statements above and my responsibilities regarding testing with approved accommodations at CF. I understand if I do not abide by these procedures, testing accommodations may cease.

Student Signature

Date (MM/DD/YY)

Print Name of Student