



TESTING ACCOMMODATION PROCEDURES AT THE CF OCALA CAMPUS

1. At the beginning of the semester or at least three business days in advance of the test date, provide CF Disability Services with the test dates and times for each course.
2. Complete a Disability Services Testing form — available online by clicking the testing form link at www.cf.edu/go/assistance/disability/forms/index — and take it to your instructor at least two class periods prior to the test date. If you have a once-a-week course you MUST get the testing form to your instructor two weeks before the test. Think it through, and plan in advance.
3. The instructor will send the form and the test to Disability Services.
4. 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 Disability Services. Disability Services will not accept a change without a written note, voicemail or email from the instructor approving a change in the time or date.
5. If a test is canceled or rescheduled, notify Disability Services immediately at 352-854-2322, ext. 1580, or access@cf.edu.
6. If you do not arrive within 20 minutes of the test start time, the test will be returned to the instructor. You will not have the opportunity to start late and you should not expect your instructor to allow you to do a makeup test.
7. 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.
8. If you arrive late, miss a scheduled test appointment or fail to make advance arrangements three times in a given semester, your Disability Services testing accommodations may be stopped for the remainder of the semester.
9. Water, in a closed-top container, will be allowed. 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. There is a shelf for bags and purses outside the testing room. Use that at your own risk.

Important: Disability 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