



SUNY SULLIVAN

Department of Learning and Student Development Services

Procedures for Test Modifications

Purpose:

- The purpose of testing modifications is to “**balance the playing field**” for those students who process information more slowly or have other impairments that impact their ability to learn.
- The purpose of strict **guidelines for testing modifications** is to ensure that those students receiving modifications do not gain an unfair advantage over those students testing in the classroom. Students are only **to receive** modifications listed on their Campus Accessibility Plan.

Procedures:

- It is the responsibility of students with learning disabilities, physical and/or psychological health impairments to identify themselves to the Department of Learning and Student Development Services.
- Students meet with the Counselor ADA for assessment and evaluation.
- The Counselor ADA and student complete a Campus Accessibility Plan (CAP) which will state what modifications the student is entitled to. Specific disability information is never shared, unless a student gives written permission.
- Student should complete the Test Accommodation Request Form and provide it to their instructor.
- Student should give this form to the instructor for the classes they wish to have modifications provided at least two days prior to test date.

- Students can take their test in the Learning Center with accommodations or students can opt to take the test in the regular classroom with or without accommodations.
- For students opting to take their test in the Learning Center; Students are responsible for scheduling the test time with the Counselor ADA. The instructor is responsible for emailing the test and the Test Accommodation Request Form to the Counselor ADA at least one day in advance of the test date.
- If the allotted test-taking time is different than the entire class session, the instructor is responsible for notifying the Counselor ADA.
- After testing, the Counselor ADA will send the instructor an email notifying them of test completion.
- The instructor can pick up the test at the Learning Center (from basket located in the staff room E212H); otherwise it will be returned to the instructor via inter-office mail.