Mercer County Community College
Division of Math, Science and Health Professions
Nursing Program

Policy: Students Requiring Academic Accommodations for Testing

Purpose: To ensure that students who present a Recommendation for Academic Accommodations Form from the Office of Special Services, with documented special testing needs, are accommodated in accordance with Section 504 of the Americans with Disabilities Act.

Procedure:

1.   In order to receive academic accommodations, students are required to provide a copy of their academic accommodations form to their course coordinator each semester/course.

2.   Notification needs to be given to the course coordinator(s) at least one (1) week prior to a(n) exam and/or quiz in order for specific testing arrangements to be made.

3.   Course Coordinator and student are requested to sign the Receipt of Academic Accommodations form.

4.   Student is responsible for contacting the Academic Testing Center to schedule their testing appointments in accordance with accommodation requirements.

5.   Course Coordinators are responsible to complete the appropriate Academic Testing Center form (ATC) by dates indicated and deliver all forms and exams to the ATC per testing center policy. Course Coordinator will need to ensure pick up of all exams from the ATC.

6.   An alternate version of the exam may be administered if the student is testing at a time different from the rest of the class.

7.   Students with testing accommodations acknowledge that submission of the exam for grading indicates that testing accommodations were met during the exam.

8.   Students with academic accommodations for testing are required to adhere to the testing time frame allotment as stated on the accommodations form. Students are responsible for keeping track of testing time during exam administration in the academic testing center.

Effective Date: January 1, 2012
New Effective Date: August 29, 2015
Revised Date: January 2014, June 2015, Sept. 9, 2015, February 2016

Approved by: _____ , Director