

*Mercer County Community College*  
*Division of Health Professions*  
*Nursing Program*

**Students Requiring Accommodations for Testing Policy**

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

Procedure:

1. Students are required to provide copies of their MCCC accommodations form from the Center for Inclusion, Transition, and Accessibility to the course coordinator each semester. Accommodations forms are to be submitted to the course coordinator no later than the first week of class.
2. In the event a need for accommodation is identified during the semester, the student must submit the accommodation form to the course coordinator within one week of receiving the form from the Center for Inclusion, Transition, and Accessibility. Notification needs to be given to the course coordinator at least one week prior to an exam and/or quiz in order for specific arrangements to be made for the assessment to be available for proctoring in the Academic Testing Center.
3. Both student and course coordinator must sign a copy of the Receipt of Accommodations form. Student is given a copy of the signed form. The course coordinator must maintain the original with the course records.
4. Student is responsible for contacting the Academic Testing Center (ATC) to schedule their testing appointments in accordance with specific accommodation requirements. The course coordinator will designate a specific time period for the student to complete the testing.
5. The Course Coordinator is responsible to complete the appropriate ATC form and deliver all forms and exams to the ATC per ATC policy. The Course Coordinator will 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. In the event that the assessment is timed, the time allocated for the exam will be noted on the top of the exam cover sheet. The student is responsible for monitoring his or her time in the ATC. Students may request a countdown timer from the ATC. Taking more time than allocated for an exam is violation of academic integrity. The student may be subject to disciplinary action in accordance with academic integrity policies, up to and including awarding a "0" for the exam.
  
8. Students with testing accommodations acknowledge that submission of the exam for grading indicates that testing accommodations were met during the exam.

Effective Date: January 1, 2012

New Effective Date: August 29, 2015

Revised Date: January 2014, June 2015, Sept. 9, 2015, May 25, 2017, May 2019

Reviewed: May 2018

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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