

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

Policy: Students Requiring Accommodations for Testing

Purpose: To ensure that students who present a Recommendation for Accommodations Form from the Learning Center, with documented special testing needs, is accommodated in accordance with Section 504 of the Americans with Disabilities Act.

Procedure:

1. Students are required to provide copies of their accommodations form to the nursing office and to all course coordinators each semester. Accommodations forms are to be turned in to the nursing office and course coordinators during pre-class week or when the accommodations is identified and given.
2. When accommodation is identified and given, notification needs to be given to the nursing office and course coordinator(s) at least one (1) week prior to a(n) exam and/or quiz in order for arrangements to be made.
3. Course Coordinator and student required to sign, and each keep a copy, of the Receipt of Accommodations form.
4. Course Coordinators are responsible to make arrangements for students testing in accordance with the requirements listed on their special accommodations form (e.g., book rooms, proctors, etc.)
5. Course Coordinator responsible to notify Nursing Program Specialist of arrangements to ensure exam(s) are completed in the appropriate time frame in accordance with the Test Development policy.
6. Testing for these students may be in an alternate format and may be done on a date and time different from the scheduled exam date for the class in order to accommodate the student's needs. Tests are to be completed in accordance with the Test Development policy.

Effective Date: January 1, 2012

Revised Date:

Approved by: *Madeline Gewase*, Director