

*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 submitted to the nursing office and course coordinators during pre-class week or when the accommodations is identified and given.
2. When accommodation are identified and recommendations for accommodations are received, 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 specific arrangements to be made.
3. Course Coordinator and student required to are sign, and each keep a copy, of the Receipt of Accommodations form.
4. Students are responsible for contacting the Academic Testing Center to schedule their testing appointments in accordance with their specific 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. 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 Nursing Program Test Development policy.

Effective Date: January 1, 2012

Revised Date: January 2014

Approved by: \_\_\_\_\_, Acting Director