

Mercer County Community College
Division of Math, 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 Office of Special Services, with documented special 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 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 are required to sign and each keep a copy of the Receipt of Accommodations form.
4. Student is responsible for contacting the Academic Testing Center to schedule their testing appointments in accordance with 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. 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.

Effective Date: January 1, 2012

New Effective Date: August 29, 2015

Revised Date: January 2014, June 2015, Sept. 9, 2015

Approved by: , Director