

March 22, 2005

Services for Students with Disabilities  
Test Taking Policy

One of the valuable services provided by our office includes providing our disabled students with extended testing time and the opportunity to test in a distraction free environment. Please observe the following policy as it relates to the handling of tests:

Students registered with our office are advised to inform faculty that they will take their exams at SSD. They are advised to provide faculty with testing instructions at least 48 hours in advance.

Students are required to schedule the test with our office at least 24 hours in advance.

If a student is taking a night course, they are required to come in to our office to test by **3:00pm at the latest** on the day of the exam. Our office closes at 4:30pm.

Faculty can choose several options to get the test to SSD:

The test can be hand delivered by faculty

The test can be faxed **(482-1340)**

The test can be email attached: [SSD@louisiana.edu](mailto:SSD@louisiana.edu)

The test should **never** be sent through campus mail.

The test should **never** be given to the student taking the test to deliver to SSD.

Upon completion of the test, our office will carry out the wishes of the faculty in returning the test. On the testing instruction sheet given to you by the student, you can check one of the following options:

Hand deliver to department

Will pick up

Call for pick up

Other

Please note that SSD will deliver the test back to the faculty member's office. We require the test be signed for by either the faculty member or the departmental secretary. We will not leave a test with another student.

We will also not allow the student who took the test to deliver it back to their professor or department.

If you have any questions about our policy, please feel free to contact our office. Our goal is to insure test security and provide a smooth test taking process both the student and faculty member.