Specific Procedures for Self-Scheduled Exams for Students with Accommodations – Fall 2021

General Information

- The Honor Code is in effect. You are responsible for monitoring your exam behavior and testing accommodations.
- There are two schedules and two sets of exam availability. One is for students with 1.5 testing time and one is for students with 2x for testing. **Be sure you look at the right schedule.**
- No exam times available on Friday, Dec. 17. Plan accordingly.
- No exam times available in the evenings. Plan accordingly.
- You will be using different exam rooms than used by students without accommodations. These are listed at the top of each schedule. You have 7 rooms to choose from; you may use whichever of the 7 you prefer.
- If you are pre-approved for a private room, your room assignment will be emailed to you prior to the start of the exam period.

Specific procedures

- **Arrive at the Registrar’s Office in Guild (L-09) at least 15-20 minutes prior to the listed start of the test.** This allows time to fill out paperwork and to travel to your testing location without detracting from the time you have to complete the test.
- **While in the Registrar’s Office, you will be given a small exam card to complete.** Check off “pre-approved for alternate test location.”
- **On the outside of the white testing envelope, indicate the time you start and the time you finish the test.**
- **Bring only the materials you need for the test. No bookbags.**
- **If you are pre-approved to word-process for the exam, bring your laptop.** You will need to print out your responses **prior** to submitting your exam. Allow at least 15 minutes to do this. For example, if you finish your exam at 2 p.m., you have until 2:15 to print out a copy of your test responses in the library **prior** to handing in your exam.
- **If you have the accommodation of 1.5 time, you may bring a snack or beverage to eat while taking the test.** Please clean up after yourself.
- **If you have the accommodations of 2x, you may bring a simple meal to the exam room and take a 30-minute break.** You must stop working, turn over your exam and stay in the test room during your break. You may **not** use any electronics during the test or break. Please clean up after yourself.
- **Reminder:** All exams **must** be finished by the times listed on the respective schedules (adding 15 minutes if you need to print out responses in the library) and returned to the Registrar. **No exceptions.**
Questions?

- If you have any questions about any of these procedures, contact Deb Alder, Director of Access Services before the exam period begins. 610-526-7516 or dalder@brynmawr.edu. However, beginning Thursday, Dec. 9, you must contact the Registrar, Kirsten O’Beirne at kobeirne@brynmawr.edu or 610-526-5041 during business hours.