

Procedures for Self-Scheduled Exams at Bryn Mawr for Students with Accommodations

Spring 2022

Review this information carefully. Read thoroughly.

General Information regarding the schedule and available rooms:

1. *The Honor Code is in effect during accommodated self-scheduled final exams. You are responsible for monitoring your exam behavior and testing accommodations.*
2. You may take a self-scheduled exam on any of the dates/times listed in the document entitled “Schedule for Spring 2022 Self-Scheduled Exams.” *Make sure you refer to the correct document!* There is one for students who receive time-and-a-half (1.5x) and there is a different one for students who receive double-time (2x).
3. Do **not** follow the dates/times for self-scheduled exams that are listed on the Registrar’s website.
4. Note (from the “Schedule”) that there are **no** exam times for students with accommodations offered on May 2, May 8 **or** May 13. Plan accordingly.
5. Note that there are no exams that begin at 7 p.m. Plan accordingly.
6. You will take your exam with accommodations in rooms that are different from students who are not eligible for accommodations. Available rooms are listed on the “Schedule”, at the very top. You may use whichever room you prefer as long as it is listed on the document. If you are pre-approved for a private room, that room location will be emailed to you prior to the start of the exam period. If you are a Haverford student needing a *private* room, you will be assigned one by our Registrar, when you pick up your test.

Specific Procedures:

1. Arrive at Guild at least 15-20 minutes prior to the listed start of the test. This will allow you time to fill out the necessary paperwork and to travel to your testing location without detracting from the time you have to complete the test.
2. While in Guild, you will be given a small exam card to complete. Make sure you check off “Pre-approved for alternate test location.”
3. On the outside of the white testing envelope, you must indicate the time you started and the time you ended the test, as well as which room you used.
4. Do not bring book bags to the testing room. Bring only the materials you will need for the test.
5. If you are **pre**-approved to word-process for the exam, you will need to bring your own laptop. You will need to print out your test responses in the library **prior** to handing in 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 p.m. to print out your exam answers. Then, put them in the white testing envelope and return the entire package.
6. If you are eligible for 50% additional time to take an exam (1.5x), you may bring a snack and/or beverage to the exam room to eat while taking the test. Please clean up after yourself when you leave.
7. If you are eligible for double time (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 your break, including your phone. Please clean up after yourself when you leave.

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8. *REMINDER: All exams must be finished by the times listed on the "Schedule" (adding 15 minutes if you need to print out responses in the library) and returned to the appropriate location listed on the "Schedule." No exceptions.*

Questions?

If you have any questions about **any** of these procedures, you need to contact Deb Alder, Director of Access Services, **before** the exam period begins. She can be reached at 610-526-7516 or dalder@brynmawr.edu. However, **after April 28**, you must contact the Registrar, Kirsten O'Beirne at kobeirne@brynmawr.edu of 610-526-5041 during business hours.