PROCEDURE FOR ARRANGING EXTENDED TEST TIME

If you require extended test time, you can arrange it in one of two ways:

1. **Use the Alternate Testing Site (ATS) located at the Center for Disability Services.** If you plan to take a test at the ATS, your appointment must be made at ATS and confirmed with your professor **no later than one week prior** to the day you plan to take the test.

   1. **Negotiate the time and place directly with the professor.** Some professors will allow you to take tests in the classroom, their office, or elsewhere.

**Follow these procedures:**

1. Find out the date and time of the test from the course syllabus or the professor.

2. Come by the Testing Site at CDS. Explain that you would like to take a test on a specific day and time. The staff will try their best to accommodate you. Once the date and time are agreed on, you will partially fill out the gray ATS testing accommodation form and take it to your professor. If mobility is an issue, please call 843.953.1431 regarding scheduling tests.

3. Your professor will fill out the gray form, put the test in an envelope, seal it, and deliver it to CDS. If there are any special materials you are allowed to have when you take the test, the professor should list them on the form.

4. Go to ATS at the agreed upon time, check in with the administrative assistant, and take the test. You must leave cell phones, food, drinks, books, backpacks, and study materials with the administrative assistant. Give your test to the administrative assistant when you are finished.

5. The administrative assistant will follow the instructions of the professor regarding returning the test. You may be asked to return the test to the professor in a sealed envelope immediately upon completion of the test.

**Important:** Never leave the testing site without checking out with the front desk. Never keep a test overnight even though it is in a sealed envelope. Never open a sealed envelope. Should you do so, the possibility of an honor code violation could be considered.

**Please note:** If you are approved for extended testing time and you choose to take classes back-to-back, you will not be allowing yourself enough room between classes to use extended test time for the middle class. Please be mindful of this when scheduling your classes.

**Remember:** The form confirming your appointment for testing at ATS must be delivered to your professor **no later than one week prior to the test.**