

# Information for Students Receiving Testing Accommodations

## *Procedures for College of Law exams*

We have received documentation from the Student Disability Services Office about your accommodation for exams. We are happy to administer your exams in accordance with these instructions. In order to accomplish this, all students receiving testing accommodations must comply with these procedures:

- ◆ **Arrive at the College of Law Registrar's Office no later than 8:45am** on the morning of your exam for your room assignment. You will be allowed to 'set-up' your space to prepare to take your exam at this time.
- ◆ **The proctor will arrive at 9:00 am to begin your exam.** A sheet attached to your exam will indicate the amount of time allotted for your exam, your specified accommodation time, as well as your travel time. The proctor will begin your exam at 9:00 am. You are required to submit your exam on time to the Registrar in Room 201N when your specified time has concluded. Exams turned in late are marked as late and are subject to the rules of the Professor and the Honor Code.
- ◆ As with all other students, **you are required to be on time.** Time will not be extended for your tardiness. It is not fair to your fellow students to hold up the start of the exam. However, if there is an emergency, please call Charlene immediately at 513-556-0070 and she will help you. If you do arrive late and we are beginning other exams, please be aware that you may have to wait to start your exam or you may be required to take your exam in a different room.
- ◆ **Please note that you are on your honor and bound by the College's Honor Code.** In addition to the Code, students are read a "script" prior to the start of each of their exams which details information on the actual administration of every exam. Since you are not with your classmates to hear that information, you will be given a copy of the script to read. You will be required to return a copy of the script with your signature stating that you read and abided by those instructions.
- ◆ You are also obligated, and by signing the pledge slip you are admitting, that you have **read and understand the "Exam Procedures"** that are posted on the College of Law's website under "exams."
- ◆ Faculty and staff expect you to devote your time and attention to writing the examination during the examination period. **In all cases, you are required to limit your movements during your examinations.** If you must leave the exam room for a reasonable purpose such as to use the restroom or to smoke, please do so quickly and quietly without disturbing your classmates. **Leave your exam and exam materials at your seat.** Do not talk during the exam, even if you leave the room. For example, do not talk while you are in the hallways of the College or while you are taking a break to smoke. Do not carry on other business during your exam period such as visiting the office of a journal or moot court. Further, if you will need to eat during the exam period, pack some quiet snacks because you may not leave the building to purchase food.
- ◆ All exams will end no later than 5:30 p.m.
- ◆ Deferred exam accommodation that requires more than 5 hours will not be administered on a Saturday. These exams will be scheduled individually but still adhering to College of Law rules.

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Printed Name

Signature

Date