Alternate Testing Site Procedures for Students with Testing Accommodations

These procedures apply to students who are approved for the following accommodations:

1. Extended time on exams, tests, and quizzes and/or
2. Private administration of exams and tests

The instructor will initiate the process by filling out the Alternate Testing Site Form (https://www.wofford.edu/wellnessCenter/alternatetestingsite/) at least 2 business days before the test is to be administered.

The student will be contacted by Accessibility Services with a time to test. If it is necessary for the student to take the test at a specific time or date, this should be noted on the form and communicated to the student. Class conflicts and/or testing site availability may require a modification to the original testing time on the form.

The instructor should email a copy of the test to accessibilityservices@wofford.edu within 1 business day of the testing date.

At the designated time of the test, the student will sign the Wofford College Honor Pledge and Alternate Testing Site Agreement.

Students will be monitored by video during testing.

Accessibility Services will return the completed test to the instructor by email (unless other arrangements have been made). The instructor should open the test immediately to make sure it is accessible and complete.

Video footage will be available for 3 days to review if there are questions about student activity during the test.