The student will meet with you, show you their VISA, and request alternative testing (extended time, tests in a quiet/separate room or a use of a reader)

Ask the student if there are conflicts with his/her schedule

You determine where:

In Your Area: You are responsible to provide reasonable accommodations for testing and should make every effort to provide them in your area.

Testing Center: During Office Hours Only - See website for available testing times.

Instructor’s Area

Confirm with the student the date, time and place to take the test.

The student will report to your determined testing area.

You or the people you arrange per VISA accommodations administer the test.

Testing Center

The student will provide you with a Testing Center Form 48 hours prior to the test. You are responsible for delivery, electronically (preferred) or hand deliver.

The Testing Center will provide testing accommodations listed on student VISA.

You are responsible for the pick-up of all testing materials.