# Coordinating your Testing Accommodations

Please note: When coordinating your testing accommodations, you will need to complete the following logistics to ensure you receive your testing accommodations. Plan on:

1. Checking your online account   2. Talking with your instructor   3. Scheduling exam

1. **Log in-** Check your account to confirm your instructor has filled out the testing instructions for the assessments for the class (these instructions are the proctoring rules for ALL students) by logging in, and selecting 'alternative testing' under the My Accommodations section on the left hand side:
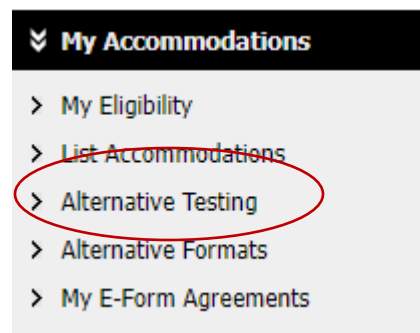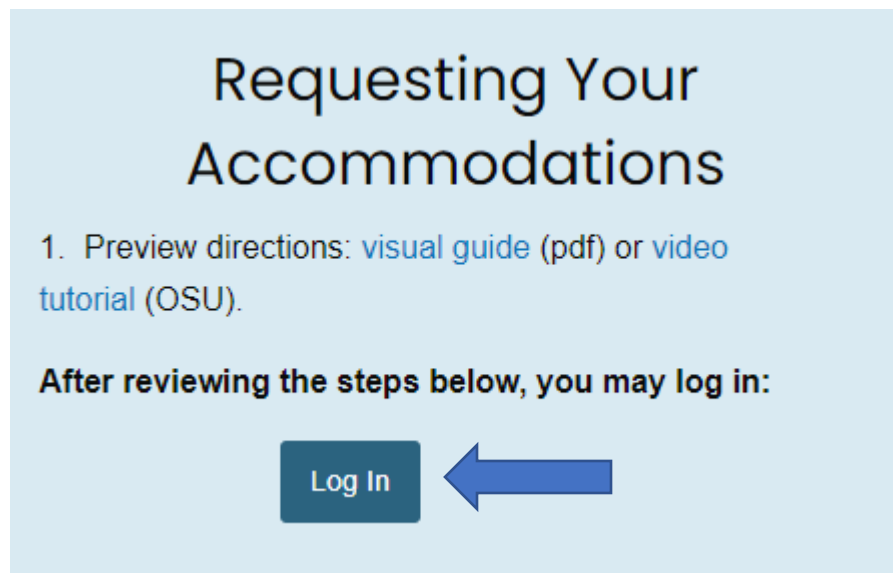
2. Select the class you wish to view the completed testing instructions from the drop down menu, then click 'view testing instructions.' Only classes with completed instructions will be available as an option. If you do not see the course you need, then you need to notify the instructor to fill out the testing instructions located on your letter of accommodations (below). You can also contact Disability Services if you need assistance with reminding your instructor.

Testing Instructions(s)

Below is the list of all Testing Instructions(s) submitted through the system.

If you do not see your course listed, this means that your **Testing Instructions** HAS NOT BEEN COMPLETED and you are unable to schedule alternative testing at this time.

Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: | Select One | ⌄ |

[View Testing Instructions]

3. Review the completed testing instructions, including the allotted time for ALL students in the class. You must notify the instructor and/or Disability Services for any questions or concerns BEFORE you take your test:

CLASS: PSY 201.0 - Mind And Brain

[Back to Overview]   [Schedule an Exam]

Testing Instructions Status

Status: **Active**

Confirmed: **Confirmed**

Confirmed Date: **03/28/2022 at 06:00 PM**

Testing Instructions

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┌─ Exam Type(s) ─┐
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Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Final **90** Minutes

Midterm **90** Minutes

Quiz **Not Specified** Minutes

4. **Confirm** your accommodated testing plan with the instructor so you and your instructor are aware of how you will receive your testing accommodations (this is step #3 back on your log in page as you should be confirming the plan with your instructor for ALL of your accommodations). Will you be using the COCC testing center? In the classroom?

5. **Schedule** your exam. If you are using the COCC Testing Center, you must call 541-383-7539. When you call, you must specify that you are scheduling an 'accommodated exam.' The testing center will be able to pull up both your approved list of testing accommodations and the testing instructions filled out by your instructor. Specify which accommodations you are requesting to use. Some accommodation requests require up to 5 working days' notice, so refer to your letter of accommodations for those needed timelines. You must schedule your exam according to the time parameters requested by your instructor (same day as test, etc).

Contact: disabilityservices@cocc.edu, 541-383-7583, Library 010