

Faculty Responsibilities for Accommodated Testing

In order to accommodate students who need any testing accommodations, please follow the testing procedures outlined below:

- Faculty may choose to send their tests to Testing Services electronically or use the pink testing envelope provided by students.
- All of the information on the front of the testing envelope **MUST** be completed whether the test is sent electronically or via test envelope (testing instructions, materials allowed, time allotted for this test, and return information).
- Send the test to Testing Services **1 business day** in advance of any test, quiz or exam (electronically or via pink envelope).
- Contact us if there are concerns or questions.

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