

Exam Accommodation policy/Instructions for Students:

1. If a student wishes to schedule an exam to be taken at the Office of Disability Services, the student must approach their professor in advance. We recommend speaking with the professor 10 days prior to the scheduled exam. **Exam dates should be listed on course syllabi so you should have this information in advance.**
2. Students must fill out the top portion of the exam accommodation form and have their professors fill out the middle portion of the form and sign.
3. Students must return the completed exam accommodation form to the Office of Disability Services (73 Tremont Street, 7th floor), **7 days prior** to the scheduled exam.

Please be advised:

- **We cannot accept exam accommodation forms if they are not filled out completely.**
- **The Office of Disability Services cannot guarantee use of exam accommodations if the exam accommodation form is not returned 7 days prior to scheduled exam. This is a strict deadline.**
- **It is the student's responsibility to communicate with their professor and to schedule their exam at the Office of Disability Services.**
- **Additional *Exam Accommodation Forms* are available at our office. You may wish to make a few photocopies for exams throughout the semester.**