Policy Regarding Test Readers

When a student provides documentation that a test reader is needed, there are several steps and procedures that need to be observed.

- The student should provide documentation that supports the need for a test reader.
- The Director of Disability Services will approve the accommodation and add it into the letter of accommodation that is provided at the beginning of each semester.
- The student provides the letter of accommodation to the instructor before any tests are to be taken, preferably at the beginning of the semester.
- The student reserves the testing room well in advance of the test, preferably a week or as soon as the test is scheduled.
- The student requests a reader for the test, who will be assigned by the Director of Disability Services.
- The student and test reader will do the test at the appointed time, abiding by all instructions from the instructor.
- The student will hand in the test to the Administrative Associate in the Learning Center or a tutor if it is in the evening, and the test will be delivered to the instructor’s mailbox.

Other points:

- If the student would like to use software rather than a test reader, he should make that request and if the software is available that he needs, it will be utilized for the test.
- The test reader will be a neutral party assigned by the Director of Disability Services. Tutors and other people already known to the student are assisting the student in other ways.
- If the test reader does not show up for some reason, the test will be rescheduled at no penalty to the student.
- The test reader will be instructed to wait for the student for 15 minutes; if the student does not show up in that time frame, the test will be returned to the instructor.