



Student Accessibility Services
ARRANGING TESTING ACCOMMODATIONS FOR STUDENTS WITH A
DISABILITY

1. The instructor **must** contact Student Accessibility Services by email **3 business days before the test date** and include all pertinent information required such as:
 - Student's name
 - The amount of time the *class* will be allotted for the test
 - Please indicate if a proctor is required
 - Please indicate if any resources are allowed such as a book, notes, calculator, scratch paper, etc.
 - Please indicate if a computer is needed (for online testing)
 - Please indicate if the student is allowed to have personal items such as a purse, phone, water, etc. with him/her while testing
 - Please indicate where the test should be returned when time is up or the student is finished
 - Any other specific instructions from the faculty member

2. Arrangements must be made between Student Accessibility Services and faculty member as to the test delivery and pick up.

Student Accessibility Services will make every effort available to reasonably accommodate students and faculty.

Student Accessibility Services contact information:
Nicole Gerrard (305) 809-3262 or nicole.gerrard@cfk.edu