1. Students requesting standardized test accommodations must be registered with the Accessible Education Center.

2. Eligibility for scribing services is determined by the Accessible Education Center’s (AEC) Director or Counselors and is determined on a case-by-case basis.

3. Students must meet with the Director or a Counselor to receive standardized testing accommodations at least one month prior to the actual scheduled date for each exam.

4. AEC strictly adheres to the deadline dates for standardized exams set by the University Testing Office. If a student misses a deadline date, the student must take the exam at a later date.

5. Exams will be administered on the scheduled date of the test. Exceptions (i.e., disability reasons, religious beliefs) are dealt with on a case-by-case basis. The time will be determined by the individual exam.

6. Students are expected to arrive on time to take their exams. If the student is late, the exam may not be administered.

7. If a student needs to change or cancel an exam because of illness or an emergency, the student must contact AEC as soon as possible.

8. The AEC Director or Counselors have the right to suspend test taking services when a student is in violation of the Student Conduct Code.

9. Students are expected to uphold the integrity of the examination process and are subject to procedures for academic misconduct as outlined in section 4.2 of the Policy Recommendation Academic Integrity.

10. Students are expected to understand and follow the above policies. Students who violate these policies may have services suspended and formal disciplinary action brought against them.