

## **Students With Disabilities Test-Taking Accommodation Protocol**

We have a legal obligation to honor accommodations in test taking for students with documented disabilities. Some reminders on how accommodations are recognized and met:

1. The student has the obligation to self-identify early in a course, presenting to the Course Director a letter from the **Office of Student Academic Support Services and Services for Students with Disabilities** documenting the disability and the required accommodation. **The letter must be issued for the semester in which the course is being taken. That is, students must obtain a letter in the Fall term and then a new letter for the Spring term. The letter is taken to the Course Director who is responsible for making appropriate arrangements.**
2. "Accommodation" often requires some particular measure for examination-taking, often a separate area in which the exam is administered. The above office provides a service to **find such space and assist in the administration of exams.**

**Contact Cheryl Chesney Walker, Director.  
e-mail [clchesneywal@vcu.edu](mailto:clchesneywal@vcu.edu) phone x8-9782**

3. Use of this office to meet accommodations is actually the preferred path as there is a need for the University to document action taken to meet accommodations. Use of the Academic Support Office addresses this requirement.
4. Please also remind faculty that disability/accommodation information is *confidential*. Since the responsibility for informing the Course Director lies with the student, there should not be a need to share this among faculty members generally. That is, reference to the existence of a disability should not be made in general discussions of student performance.