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  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.