



GUIDELINES AND POLICIES FOR TEST ACCOMMODATIONS

- The student is responsible for scheduling a test or exam with both the professor and the Center for Academic Success.
- The student should arrive on time for the test. Students who arrive more than twenty minutes late for a scheduled test are considered a “no-show.” That student will be advised to speak to the instructor about rescheduling the exam. Instructors will be notified of “no-shows” and late arrivals.
- Students are not permitted to study during examination appointments.
- Students should bring and use only the materials approved in writing by the professor (for example, Bibles and calculators). All other materials such as jackets, hats, book bags, and cell phones will be placed in the Center for Academic Success office.
- Breaks may be allowed (no longer than ten minutes) during tests. When taking a break, a student must hand the test to the proctor and obtain it again upon return. No extra time is allotted for these breaks. The student may not leave the building, access email, or use a cell phone during the test.
- The standard extended time accommodation is “time and a half” for quizzes and exams, unless a student’s documentation specifically recommends and supports the need for a time allotment exceeding the time and a half provision.
- Students should schedule exams for the same time as the class meets. If there is a conflict on the part of the student (extended time presents a scheduling conflict with another course) or the Center for Academic Success (no proctor or appropriate room available), another appropriate time will be scheduled.
- In the interest of academic integrity, tests should be delivered to the Center for Academic Success by the professor or an appropriate representative from the department or emailed to success@tfc.edu prior to the exam time.
- After the student has completed the exam, one of our staff members will return the exam to the appropriate department assistant. Students should not be expected to take exams to the Center for Academic Success or to handle them after they are finished.

Center for Academic Success

107 Kincaid Dr. | Toccoa Falls, GA. 30598 | 706.914.8679 | www.tfc.edu