

Accommodation Policy: Extended Time for Exams

This accommodation allows students to use extended time (e.g., 1.5x) on assessments (i.e., tests, quizzes, exams). If a student is approved for this accommodation, the following statement will be on their Academic Accommodation Letter:

Extended time on quizzes, tests, and exams (in-class or timed online assessments): [amount of extended time]

This accommodation applies to timed assessments taken in a classroom or on an online platform. The total amount of testing time will be calculated using the instructor's baseline allotment for each assessment (e.g., 1 hour) and the student's approved amount of extended time. This accommodation does not apply when students can start and stop an assessment at their leisure.

Students' accommodations start once the Academic Accommodation Letter is provided to the instructor (e.g., email). Students with test-related accommodations must have access to the same assessment (or a reasonable equivalent) as all students in the course.

See below for a summary of students' roles in using this accommodation.*

Student Responsibilities:

1. Provide Academic Accommodation Letter to instructors. This will activate accommodations. Accommodations are not retroactive, meaning that they do not apply to past assignments/assessments/courses.
 - a. Academic Accommodation Letter only needs to be provided once and must be provided no less than 48 hours in advance of the first assessment the accommodation will be used to ensure ample time for instructors to implement approved accommodations.
2. Review syllabi to become familiar with exam dates.
3. Communicate with instructors at least 48 business hours before the date of the assessment to access this accommodation.
4. Engage with faculty (see Faculty Responsibilities below) to make arrangements for the accommodation to be implemented.
 - a. When appropriate, the Disability Services Testing Center is available to support implementing this accommodation.
 - b. Discuss a plan for recurring assessments (e.g., weekly quizzes).
5. Contact Disability Services if there is a take-home assessment to determine if this accommodation is appropriate.
6. Review the Disability Services Testing Center Policies and Procedures.

*Antonin Scalia Law School students: Contact the Law School Records Office directly to coordinate any exam accommodations.

Extended Time for Exams

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Instructor Responsibilities:

1. Implement all accommodations as outlined on the Academic Accommodation Letter upon receipt. Any accommodations for assessments should be automatically applied in the classroom when possible.
 - a. Students must provide Academic Accommodation Letters no less than 48 business hours in advance of the first assessment the test accommodations will be used to ensure ample time to apply the accommodations. Students only need to provide the Academic Accommodation Letter once and accommodations must be automatically applied to assessments thereafter.
2. Consider how Extended Time for Tests, Quizzes, and Exams will be implemented in the course.
3. Engage with students (see Student Responsibilities above) to make arrangements for the accommodation to be implemented.
 - a. When appropriate, the Disability Services Testing Center is available to support implementing this accommodation.

Students and instructors must reach out to Disability Services with questions or concerns about this accommodation.

If you have questions regarding this form or the Disability Services process, please call our office at 703.993.2474 or email ods@gmu.edu. Thank you for your assistance.