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**STUDENT ACCESSIBILITY RESOURCE CENTER**

1906 College Heights Blvd #21052, Downing Student Union, Rm. 1074

Bowling Green, KY 42101-1052

Voice: (270) 745-5004 • Email: sarc.testing@wku.edu

Fax: (270) 745-6289 •TTY: (270) 745-3030• Video Phone: (270) 288-0597

**I. Scheduling Exams**

**Students must schedule all exams to be administered in SARC 7 days in advance** by submitting a completed Exam Accommodation Request. This form can either be signed by the course instructor or sent from the instructor’s email. *Please do not rely on the instructor to turn in the request form!*

For scheduling purposes, SARC requires all requests for **final exam accommodations** to be submitted no later than **14 days before the first day of finals**.

Students are encouraged to schedule exams for the entire semester at one time. Separate **Exam Accommodation Requests** are needed for each exam. Separate **Exam Instructions** are also needed unless the instructor indicates to repeat all parameters.

All exams must be scheduled such that they are completed by the time the SARC office closes at 4:30pm.

**II. Changing Exam Dates/Times**

 If an exam schedule changes for any reason, it is **THE STUDENT'S RESPONSIBILITY** to notify SARC of those changes with the **Exam Change Form**. The student must comply with one of the following procedures:

 Submit a completed **Exam Change Form** that details the time/date change signed by the student and the respective instructor to the SARC office.

- OR –

 E-mail the completed **Exam Change Form** to the Testing Coordinator (sarc.testing@wku.edu) to notify SARC of the change. Copy the message to the instructor. The Testing Coordinator will confirm this request with the instructor prior to rescheduling.

**III. Taking Exams**

Anyone found participating in any form of academic misconduct be required to surrender their exam and the instructor will be informed of the misconduct. The testing rooms are monitored by SARC staff on a regular basis.

Students are expected to take their exam at the scheduled time. If they are more than 15 minutes late for their exam, according to SARC’s time, the exam will be returned to the instructor. If the student is less than 15 minutes late, they may take their exam, but the exam timing will have begun when the exam was originally scheduled.

Students are required to show their Student ID prior to beginning exam.

Students are allowed to only use items approved by their instructor on the **Exam Instructions** form.

Students must supply necessary exam materials: blue books, calculators, pencils, scantron, etc.

The SARC staff will monitor breaks and trips to the restroom.

Students are responsible for following instructions on the exam and will assume any penalties that may result from misunderstandings and misinterpretations.

No food or drinks are allowed in the testing room, with the exception of water in clear bottles.

Cell phones, electronic devices, and other personal items, including purses and backpacks, are not allowed in the testing area. SARC has lockers available for personal belongings.

Students are allowed to use only the allotted amount of time stated in their Letters of Accommodation.

If an exam is missed for any reason, the Testing Coordinator will notify the instructor within 24 hours of the scheduled exam.

*I have read, do understand, and do agree to the above requirements.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Accessibility Resource Center works to ensure that appropriate testing accommodations are provided for students who are eligible for services. In order to maintain integrity, the above rules apply to all students. For additional information, please send an email via sarc.testing@wku.edu or call 270-745-5004 and (TTY) 270-745-3030.***