Student Guidelines and Instructions

1. Meet with representatives in the Office of Services for Students with Disabilities (SSD) to determine appropriate testing accommodations.

   Office of Services for Students with Disabilities (SSD)
   G-664 Haven Hall
   505 South State St.
   Ann Arbor, MI 48109-1045
   (734) 763-3000
   e-mail: ssdo@umich.edu
   web: ssd.umich.edu

2. If appropriate, SSD representative will provide you with a **Verified Individualized Services and Accommodations Form** (VISA form).

3. Discuss your VISA form with your instructor within the first two weeks of class.

4. Work with the Instructor to receive appropriate testing accommodations in the classroom or department.
   - To provide equity and inclusion, the default should be that test accommodations are facilitated by the instructor in the classroom or department.
   - Understand that in normal circumstances, extended-time accommodations are the responsibility of the instructor and are a low priority for the Testing Accommodation Center (TAC).

5. If appropriate testing accommodations cannot be facilitated by the instructor, print the “**Test Reservation Request Form**”.
   - Understand that a request for Test Accommodation may NOT necessarily result in a test reservation in the Testing Accommodation Center.
   - The Coordinator of the Center will determine on a space-available basis if a reservation can be secured at the TAC.

6. Complete the **Test Reservation Request Form** with your instructor.
   - Because space is limited, it is recommended that you submit **Test Reservation Request Forms** as early in the academic term as possible.
   - You may submit **Test Reservation Request Forms** at the beginning of the term for all tests scheduled for the academic term. Multiple tests for a single course can be indicated on one form.
- **Test Reservation Deadline**: Test Reservation Request Forms must be received by the TAC Coordinator no later than 14 days prior to a test date.

- **Final Exam Reservation Deadline**: Test Reservation Request Forms must be received by the TAC Coordinator no later than 30 days prior to the last day of class. (A final exam is defined as a test administered during the University final exam schedule).

- Incomplete forms will not be processed.

7. **Submit a completed Test Reservation Request Form, AND a copy of the VISA form to LSA Student Academic Affairs at 1255 Angell Hall.**
   - You must have a valid, non-expired VISA form on file with the Testing Accommodation Coordinator. If you have already submitted the VISA form, and it is valid for the requested testing-period, you do not have to resubmit this with the Test Reservation Request Form.

8. **You will receive an e-mail from the Testing Accommodation Center Coordinator regarding your test reservation request.**

9. **If a reservation time is unavailable, it is the instructor’s responsibility to provide the necessary testing accommodations.** Things to consider when utilizing the services of the TAC:
   - Students are not able to ask questions during test/exam administration. (Please talk with your instructor about how to handle questions that may arise during a test).
   - Students and Proctors are not allowed to make phone calls during test administration.
   - Only materials as indicated on the Test Reservation Request Form may be used during a test. (Please talk with your instructor about needed test materials during a test, and indicate those materials on the Test Reservation Request Form). Materials not indicated on the form will not be allowed during test administration.
   - Please be aware that there are specific TAC rules and regulations students must adhere to when taking tests/exams in the TAC.
   - Due to available test administration times at the TAC, tests and exams may be scheduled within one half hour from the time indicted on the Test Reservation Request Form.