

Information for Students Receiving Testing Accommodations

Procedures for College of Law exams

We have received documentation from the Student Disability Services Office about your accommodation for exams. We are happy to administer your exams in accordance with these instructions. In order to accomplish this, all students receiving testing accommodations must comply with these procedures:

- ◆ **Arrive at the College of Law Registrar's Office no later than 8:45am** on the morning of your exam for your room assignment. You will be able to 'set-up' your space to prepare to take your exam at this time.
- ◆ Students who are late in arriving are subject to reconsideration of their accommodation.
- ◆ **The proctor will arrive at 9:00am to begin your exam.** A sheet attached to your exam will indicate the amount of time allotted for your exam and your specified accommodation time. The proctor will begin your exam at 9:00am. You are required to submit your exam **on time** to the Registrar in Room 201N when your specified time has concluded. Exams turned in late are marked as late and are subject to the rules of the Professor and the Honor Code.
- ◆ As with all other students, **you are required to be on time.** Time will not be extended if you are late. It is not fair to your fellow students to hold up the start of the exam. However, if there is an emergency, please call the law school registrar, Sarah, immediately at 513-556-0070 and she will try to help you.
- ◆ **Please note that you are on your honor and bound by the College's Honor Code.** In addition to the Code, students are read a "script" prior to starting each exam which details information about the administration of exams.
- ◆ You are also obligated, and by signing the pledge slip you are admitting, that you have **read and understand the "Exam Procedures"** that are posted on the College of Law's website under "exams."
- ◆ Faculty and staff expect you to devote your time and attention to writing the examination during the examination period. **In all cases, you are required to limit your movements during your examinations.** If you must leave the exam room for a reasonable purpose such as to use the restroom or to smoke, please do so quickly and quietly without disturbing your classmates. **Leave your exam and exam materials at your seat.** Do not talk during the exam, even if you leave the room. For example, do not talk while you are in the hallways of the College or while you are taking a break to smoke. Do not carry on other business during your exam period such as visiting the office of a journal or moot court. Further, if you will need to eat during the exam period, pack some quiet snacks because you should not leave the building to purchase food.
- ◆ All exams will end no later than 5:30 p.m.

My exams are (class and professor):

- | | |
|---------------------|---------------------|
| 1) _____ prof _____ | 2) _____ prof _____ |
| 3) _____ prof _____ | 4) _____ prof _____ |
| 5) _____ prof _____ | 6) _____ prof _____ |

Printed Name

Signature

Date