

Proposed Process for Test Taking Issues for ACCESS Students

- When students with completed Confidential Memos find that proper accommodations have not been made for a quiz or exam, they ought to not start the quiz or exam but instead immediately contact the instructor of the course to make other arrangements.
- This process will be added to the ACCESS Confidential memo.
- As a best practice, instructors are encouraged to include the standard times for quizzes and exams in the course syllabus.