



Scheduling Tests with Accommodations

If you have received testing accommodation approval from Disability Services, please refer to this guide when scheduling your accommodated exams and quizzes.

What do I need to tell my instructor?

- Your instructor needs to know which office you are testing in: Disability Services or Testing Services
- Instructors will send a proctor form to either office, and this form is needed before you can schedule your exam

Which office do I schedule my exams with?

Seek to schedule your exams with Testing Services for the following accommodations:

- Extended time
- Private/low-distraction test room
 - Reach out to Testing Services via email: testingservices@kish.edu or by phone: 815-825-9841 to schedule your exam.

Seek to schedule your exams with Disability Services for the following accommodations:

- Tests read aloud
- Scribe
 - Reach out to Disability Services via ds@kish.edu or 815-825-2931 to schedule your exam.

What information do I need to provide?

- The name of your course
- The date *and time* for which you would like to test
- The accommodation(s) that you would like to utilize

How do I decide what time to schedule my exam?

- Your exam with accommodations should be scheduled at the same time that your class is testing. If you are unable to test during that time due to another class conflict, please reach out to Disability Services.

What do I need to bring?

- You MUST bring a photo ID for testing sessions with both TS and DS. If you do not have a photo ID, you will be turned away from your appointment.