



RICHLAND COMMUNITY COLLEGE

Teaching and Learning Support Services

Learning Accommodation Services

The procedures for students who take tests in the Learning Accommodations Office are as follows:

1. Pick up the testing referral form from the LAS Office and complete it. This will let us know what is or is not allowed on each test (calculator, class notes, etc.) *Please take as many testing referral forms as you would like.*

Students with appropriate accommodations receive a variety of accommodations, such as extended test time (time and one half the normal length of the test), quiet testing location, or possibly one page of the test at a time in order to reduce the anxiety of the test. If a student receives one page at a time the student is not allowed to go back over the test once they have completed and turned in the page. *Students will not receive accommodations to use a textbook or notes UNLESS the instructor specifies this on the testing referral form.*

2. Complete the form, attach it to the test and deliver the test to the LAS office. (Our students are aware that we require 24 hours notice when a test is to be taken in our office so that we may have a proctor and room available.) You may place the test in a sealed envelope if you like, however, that is not necessary.

All completed and incomplete tests are stored in a file drawer in Mary Atkins' office. This drawer is locked whenever we are out of the office.

3. After the student has taken the test, we will put the referral form in your mailbox to let you know that you may pick up the test in the LAS office. We request that you sign that you have received the test from us when you are picking up the test.

If you have any questions, please contact our office at X379. Thank you