



## Procedures for Testing Accommodations Disability Services Office

It is the goal and responsibility of Kilgore College Disability Services to assist students with disabilities in their educational plans and to provide support to instructors. Many accommodations are completed by the instructor; however, some of the accommodations are difficult for the instructor to provide. If you need the Disability Services Office to help you provide testing accommodations, please use the following guidelines:

1. We need the test the day before it is to be given. You may email it to Deborah Metcalf at [dmetcalf@kilgore.edu](mailto:dmetcalf@kilgore.edu), hand deliver it to Deborah Metcalf at the Counseling Center front counter, or put it in the Disability Services box in Old Main. Do not put it in campus mail because of problems with delivery time. DO NOT give the test to the student to deliver to anyone in the Disability Services Office. Testing accommodations in Longview are coordinated through Instructional Student Support Services. Call 903-236-2030 for specific information regarding testing at KC Longview.
2. Please attach the Disability Services Test Information form with the test. As the form indicates, we need to know: the student's name, instructor's name, instructor's contact information, course being tested, test return deadline, whether the instructor is picking it up or wants it delivered to their mail box and specific instructions regarding the test. If you email the test, you may include the information on the email without the form. I have attached the form, but if you don't have the form when needed, please make sure all the information is included.
3. We have a large number of students with significant disabilities, limited space and budget for proctor/test readers. Multiple tests are often scheduled for these students each week and we need the flexibility of 2-3 days to administer the tests. It is our goal to return the test to the instructor before the next class period.
4. Talk to the students in question at the beginning of the semester about the procedure you will use to get the test to the Disability Service Office. It is the student's responsibility to schedule a test time with us. If you have not contacted us or sent the test and the student has not scheduled a time to take the test; we may have difficulty testing the student in a timely manner. If the student fails to schedule an appointment, fails to keep the scheduled appointment or fails to reschedule the appointment when a conflict comes up, the test will be returned to the teacher without being taken. If the student has to reschedule the appointment because of a legitimate issue and this causes them to miss the test deadline specified by the instructor, we will contact the instructor about the needed change. Although we need some flexibility, we want to accommodate, not enable students.
5. The Disability Service Office at KC provides tutoring, test readers, proctors and a quiet room for testing. This is usually done in one of three testing rooms located in the counseling center. Occasionally, at peak times, this will also include some of the counselor/advisor offices. We do not allow students to take backpacks, purses or cell phones into the testing room.