**PROCEDURE FOR**

**SEPARATE ROOM FOR TESTING**

**Northwestern Connecticut Community College**

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GENERAL INFORMATION

Students who have an Academic Adjustments Form with “Extended Time for Tests” indicated, are permitted to have up to time and a half. For example, for a 60 minute exam, 90 minutes should be allowed.

Students are responsible for submitting the Academic Adjustments Form to the faculty the first week of class. If it is submitted later, the accommodation begins from the date the instructor receives the form.

PROCEDURES:

1. When the student is notified of a test or quiz, the student needs to contact the instructor to determine a mutually agreeable time and place for each test or quiz.

If the student and instructor have scheduling conflicts, follow step #2.

1. The student contacts Christine Woodcock with the dates/times of the tests/quizzes with at least 3 days notice (to ensure that a proctor is available).

*Phone: (860) 738-6318 Email: cwoodcock@nwcc.commnet.edu*

*Office: GW 211.*

1. The professor emails or gives the test/quiz to Christine Woodcock with written directions.
2. The professor can either pick up the completed test from GW 211 or Christine can return it through interoffice mail.

Because of limiting staffing and room availability, the test may need to be taken at a different time than the class.

Please contact Christine Woodcock if you have any questions.

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