**Disabilities Services Test Proctoring**

**Standard Procedure**

In order to test here at the Disabilities Office we need you to:

1. Discuss your accommodation needs with your course professor at least a week prior to exam
2. Complete the Exam Request Form which can be found at [Our Website](http://sites.widener.edu/disabilities/student-information/exam-accommodations/)
3. Submit the form to our office at least 5 days prior to your scheduled exam

**\*\*Without proper notice we may be unable to proctor your exam in our\*\* \*\*office which may impact your access to accommodations\*\***

**Finals Procedure**

Due to the increase volume, any test administered during finals week requires more advanced notice. For these exams we will need you to:

1. Discuss your accommodation needs with your course professor
2. Complete the Exam Request Form which can be found at [Our Website](http://sites.widener.edu/disabilities/student-information/exam-accommodations/)
3. Submit the form to our office by due date emailed to your Widener email (typically two weeks prior to Finals Week).

**\*\*Without proper notice we may be unable to proctor your exam in our\*\* \*\*office which may impact your access to accommodations\*\***