Testing Accommodations Policy

The Disability Access Services (DAS) Office, where appropriate, may recommend that a student with a qualifying disability/diagnosis be permitted to receive testing accommodations. Use any of the accommodations is subject to the following provisions:

- All testing arrangements for students with disabilities and/or diagnosis using any accommodations are with the instructor and Testing Center.
- It is recommended to schedule at least 3 business days before your desired test date. We recommend you schedule a week before midterms and finals.
- Instructors will fill out a Testing Center Form stating the approved testing accommodations. It is recommended that the student discuss accommodations with their instructor ahead of each test to ensure the correct accommodations are in place.
- Tests are expected to be completed the day assigned to the class unless additional arrangements have been made with the instructor. Arrangements must be made prior to the test date.
- Any testing accommodations are expected to be completed in the Testing Center.

EXTENDED TIME: Students receiving additional time will need to plan accordingly in order to ensure the additional time does not conflict with his/or current class schedule.

REDUCED DISTRACTION ENVIRONMENT: Students receiving reduced distraction environment are requested to schedule with the Testing Center at least 24 hours in advance in order to ensure a reduced distraction environment is available. Failing to do this might result in forgoing this accommodation. Students are asked to cancel if you are unable to make the appointment. After two (2) no shows (with no attempt to contact the Testing Center) students might lose the privilege of requesting a reduced distraction testing environment.

TEST READER: Students receiving a test reader are requested to schedule this accommodation at least 24 hours in advance in order to ensure a reader and room is available. Failing to do this might result in forgoing this accommodation. A human reader or a screen reader might be utilized depending on the format of the test as well as availability of options.

TEST SCRIBE: Students receiving a test scribe are requested to schedule this accommodation at least 24 hours in advance in order to ensure a scribe and room is available. Failing to do this might result in forgoing this accommodation. A human scribe or a software program might be utilized depending on the format of the test as well as availability options.

TEST BREAKS: For students who have supervised breaks as an accommodation:
- Breaks will be monitored by the test proctor/center
- Breaks should not be excessive in length nor occur several times in one sitting. On average, 7-10 minutes and 1-2 breaks per sitting is reasonable.
- Students must stay in the Testing Center. If a bathroom is needed, students must use the bathroom down the hall from the Testing Center and will be escorted by a Testing Center Staff member.
● Breaks will not be honored for things such as smoking, eating snacks (unless medically necessary), checking text messages, etc.
● The proctor will notate the time used and will add it to the end of the allotted testing time, if needed.

OTHER:

I have read and understand the testing policy on testing accommodations at Aims, and agree to abide by the above policy with regard to any testing accommodations while enrolled as a student at Aims.

I have read and understand this agreement form.

_____________________________________                           ______________________________________
Student Name Printed                           Aims ID

_____________________________________                           ______________________________________
Student Signature                           Date


You may schedule your tests by contacting the Testing Center.

**Greeley Testing Center**
College Center 230 (2nd Floor)
5401 W. 20th Street
Greeley, CO 80634
Phone: (970) 339-6533
Fax: (970) 506-6920
assessment@aims.edu

**Loveland Testing**
Learning Commons Room 105
104 East Fourth Street
Loveland, CO 80537
Phone: (970) 667-4611, ext. 3304
loveland.lc@aims.edu
http://aims.libcal.com/reserve/testinglotLoveland

**Fort Lupton Testing**
Learning Commons Room 107
260 College Avenue
Fort Lupton, CO 80621
Phone: (303) 718-5905 or (800) 301-5388, ext 5905
Ftlupton.lc@aims.edu
http://aims.libcal.com/reserve/testinglotftlupton

**Windsor Testing**
Learning Commons Room 110
1130 South Gate Drive
Windsor, CO 80550
Phone: (970) 378-3520
windsor.lc@aims.edu
https://aims.libcal.com/reserve/testinglotwindsor

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