

Scheduling an Exam/Quiz

You **must** request a testing appointment **at least 3 business days** before your exam/quiz. Please see the following table for days to notify us:

If your exam is on...	You need to tell us by...
Monday	Thursday (week before)
Tuesday	Friday (week before)
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

It is not acceptable to contact our office the day before a scheduled exam and we will not guarantee that you can take an exam in our office, with your accommodations, if you do so.

To schedule an exam/quiz in the Testing Center, you must send an email to accessibility_testing@mountida.edu.

In that email, you must include:

- a. Course Number
- b. Course Section
- c. Professor's name
- d. Day of the exam/quiz
- e. Time of the exam/quiz

Example Email:

Hi,

I have an exam in BIO 107A with Professor Smith on Nov. 30 at 1 p.m. Can you please schedule my test?

Thanks,

Josephine Student

We will look at your class schedule and send you an appointment time to take the exam/quiz in the Office of Accessibility Services. The Office of Accessibility Services is open from 8:30 a.m. to 4:30 p.m., Monday – Friday.

While we understand that students have obligations outside of regularly scheduled class time, the Office of Accessibility Services is only open during these hours.

Office of Accessibility Services uses your class schedule to plan your exam/quiz times, unless there are unforeseen or extraordinary circumstances.

This means that ***you may have to take exams or quizzes during times you're not normally in class*** if your extra time conflicts with another class you are taking.

Taking Your Exam/Quiz

Before you arrive at the Office of Accessibility Services, please make sure you have your Mount Ida College Student ID Card.

When you arrive at the Office of Accessibility Services, we will ask to see your Student ID and ask you to check in your book bag and cell phone. We will then provide you with your exam or quiz.

After you complete your exam or quiz, the exam/quiz will be returned to your Professor. We will also return your book bag and cell phone to you.

Academic Honesty

The Office of Accessibility Services takes academic honesty very seriously.

Any concerns with academic honesty will be reported to your professor and may also be reported to the Office of Community Standards.

For more information on Academic Honesty at Mount Ida College, please visit <http://www.mountida.edu/academics/academic-policies/academic-honesty/>.

If you have any questions about testing at the Office of Accessibility Services, please email us at accessibility_testing@mountida.edu or call us at 617-928-4645.