

## **Need to Take Tests In A Separate, Quiet Place**

This student, based on his/her disability documentation, has the need to take tests in a place that is even quieter and more secluded than the Test Center. This will be arranged by the student's counselor, at the request of the student. The student will be required to inform his/her counselor of the test dates, and the counselor will ensure that a proctor and room is available to administer the test to the student at the assigned time. If this cannot be arranged and there needs to be a change of time, the counselor will contact the instructor and the two will negotiate an agreed upon time.

As the instructor, you will be asked only to drop off the test at the Test Center, and complete their form which details any special materials or procedures that need to be implemented. The proctor will pick up the test from there, administer it to the student, and return it to the Test Center. The Test Center staff will return it to your mailbox.