**SAS TESTING APPOINTMENT POLICY for**

**STUDENTS**

1. To ensure timely receipt of any services, make sure you have:
	1. Seen your counselor this semester; and
	2. Have received your accommodation letter; and
	3. Provided a copy of your accommodations letter to your instructor.
		1. This process in not automatic. If your instructor does not have and accommodations letter, then your accommodations will not be active.
	4. Schedule with SAS the date and time in which you will take your exams in SAS.
		1. This step is only done if your accommodations provide that you have additional time to complete them or need to take them in a distraction reduced environment.
2. Please provide your class syllabus for any exam or testing appointment. If you do not have a paper copy with you, logon to your MyCom Portal and print it out. This enables the SAS staff to have the most current class information and as a result, better serve you.
3. SAS requires **five** (5) to **seven** (7) working days’ advance notice from when you plan to take your exam in SAS. Specifically, scheduling your exam means you have to confirm with SAS **AND** your instructor a specific time and date to take your exam through SAS.
4. Exams must be taken at SAS on the same day as your class, unless SAS is the campus is closured. Any exceptions or rescheduling of exams outside of taking them on the same date and time of your class peers must be approved by SAS **and** your instructor in writing. Again, SAS may not be able to schedule exams that were approved, changed or rescheduled without **five** (5) to **seven** (7) working days’ advance notice.
5. It is **YOUR** responsibility to inform your instructor of your testing accommodation/s so they can deliver the exam to SAS. Please remind your instructor to send a copy of your exam to SAS at least a week in advance of your exam date.