The Office of AccessAbility Services

Testing Accommodations

- When you deliver your Letters of Accommodations to your professors, take a moment to discuss with them how you will receive your testing accommodations.

- Let your professors know that you can take your tests at the OAS if they are unable to accommodate you.

- If your professors inform you that you should take your tests at the OAS, please let them know that they need to submit an online Testing Reservation Form in order to reserve testing rooms for you at the OAS.

Testing Reservation Forms are located on the OAS website: www.easternct.edu/accessability

- Professors are able to submit information for up to five (5) tests on one Testing Reservation Form and can submit as many forms as they please.

- Once your professor has submitted a Testing Reservation Form, the OAS will contact you via your Eastern email within two days of your test to schedule a testing time.

If the OAS does not have a Testing Reservation Form for your test, then the OAS is unable to reserve a testing room for you. The OAS requires a Testing Reservation Form at least 24 hours before a test.

If you believe that the OAS does not have a Testing Reservation Form for your test, here is what you can do:

- You can reach out to your professor and request that he/she submit a Testing Reservation Form.

- You can ask the OAS to contact your professor on your behalf to request a Testing Reservation Form.

Student Signature: ________________________________ Date: ________________

Staff Signature: ________________________________ Date: ________________