



VCU

Student Accessibility and Educational Opportunity

Student Affairs

Testing Procedures for Students

1. In an initial meeting to discuss accommodations, the student and instructor will determine how testing will be handled for the particular course.
 - a. If an instructor is able to make appropriate arrangements for a student to take their exam with the rest of the class or at an agreed upon time and the student's accommodations can be fulfilled, SAEO does not need to be involved.
 - b. If appropriate arrangements can't be made or proctoring assistance is needed for any reason, SAEO can proctor any and all accommodated exams.
2. If a student needs to take their exam with SAEO, a minimum of one week prior to each exam (two weeks prior to final exams), they must contact the Testing/Accommodations Coordinator in person (ideally) or via email to schedule their exam.
3. Once the exam is scheduled and confirmed, the student must immediately inform their instructor that they will be taking the exam with SAEO. The student will also be responsible for reminding their instructors to send testing materials to SAEO a minimum of 24 hours in advance.
4. The student will be expected to cancel appointments at least 24 hours prior to an exam. Testing changes that do not match instructor-noted parameters on the SAEO Testing Form must be approved by the instructor via email, phone, or in person. No Exceptions.
5. The student will be expected to arrive on time and prepared with all necessary testing materials for their testing appointment, including a photo ID. Arriving late for an exam may result in time deductions or forfeiting of a private room testing space.

TEST SCHEDULING LOCATION/CONTACT INFORMATION

VCU Student Accessibility and Educational Opportunity
University Student Commons, 1st Floor, Room 102 907
Floyd Avenue
Richmond, Virginia 23284
Email: saeotestadmin@vcu.edu / Phone: (804) 828-2253

Important Reminders

1. Failing to follow this procedure, particularly with regards to requesting to test past the deadline, may result in a student being expected to take their exam with their class, foregoing their accommodations.
2. SAEO has limited access to private rooms and they are scheduled on a first-come first-served basis. If a student with this accommodation scheduled their exam and all private rooms have already been assigned, they may be placed in an otherwise "reduced-distraction environment."