Not approved for testing accommodations yet? Here’s what you need to do:

Schedule an appointment with the Director of SAS in Starfish (via Blackboard) from your own PC or by using the front desk kiosk in the Center for Teaching and Learning (CTL), Rowley G105.

AND

Submit appropriate documentation of your disability to SAS, at least two weeks before your scheduled appointment.

Documentation criteria and required SAS forms can be downloaded from our website: www.marymount.edu/access

NOTE: Taking your accommodated exam in the CTL is not required by SAS. If you are already approved for testing accommodations and wish to make other arrangements to take your exam, please discuss with your professor(s), well in advance.

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ALL EXAMS MUST BE TAKEN DURING CTL TESTING HOURS:

**Monday-Thursday**
9:00 AM - 6:45 PM

**Friday**
9:00 AM - 4:45 PM

Center for Teaching and Learning
Marymount University
2807 North Glebe Road
Arlington, VA 22207
Rowley Hall, G105

Student Access Services
Accommodated Testing Services
testing@marymount.edu
703.284.1538
**CTL Testing Procedures**

**STEP #1:**
Obtain current copies of your Faculty Contact Sheet (FCS) from Student Access Services (SAS).
- Review the accommodations on your FCS with each professor and ask them to sign the Contract page of the FCS.
- Submit copies of your signed FCS and Contract pages to SAS directly or drop them off at the CTL front desk.

**STEP #2:**
At least 3 business days before you need to take an exam in the CTL, e-mail: testing@marymount.edu.
- Include the course and section number, professor’s full name, test date, and your desired start time.
- Your accommodated exam should take place at the same time as the regularly scheduled in-class exam. Exceptions are made for exams that occur before/after CTL testing hours and exams that would overlap with your next class.

**STEP #3:**
Be sure that you have received an e-mail from the CTL, confirming your testing appointment.
- The CTL staff will e-mail you this confirmation, once they have contacted your professor for a copy of the exam and testing instructions.

**ON YOUR EXAM DAY...**
Arrive at the CTL 10 minutes before your scheduled exam, with your Student ID in hand.

Please use the CTL lockers to store your belongings and any items that are not permitted in the testing room.

Be prepared to take your exam upon arrival. If you arrive late, the lost time cannot be recovered or added to the end of your testing appointment.

- **TESTING ROOM RULES**-
  - Cell phones, tablets, and other electronic devices are not allowed in the CTL testing areas.
  - Only items listed by your professor will be permitted to accompany you during the exam (calculator, notes, etc.). All other items must be stored in the CTL lockers, unless otherwise indicated.
  - CTL staff is not permitted to answer any questions related to your exam. You may write a note on the exam, or contact your instructor for questions.
  - Attempting to contact your professor during your exam is allowed, but reaching them is not guaranteed and your total allotted testing time will not be extended.
  - All materials, including scrap paper, used during testing, must be left with test proctor when you finish your exam.
  - MU’s Academic Integrity Policy and Honor Code apply to all accommodated exams.