CETL Disability Resources Final Exam Reminders - 2016

Timing:

- The Final Exam Schedule can be found at the Registrar’s [website](#). Most final exams are 3 hours, however, some may vary. **It is your responsibility** to enter the accurate standard time so TAS calculates extended time equitably, as well as allowed materials, to avoid any academic honesty concerns. If you are not sure, ask your instructor.
- If you have two exams on the same day and the extended time causes an overlap, email both instructors together (and cc disability@rochester.edu) and ask whether you can either start one earlier or the other later, as the situation dictates. Forward responses to CETL so adjustments can be made.
- **EVENING START TIMES WILL BE SHIFTED EARLIER FOR EXAM COMPLETION BY 10:15PM WITH EXTENDED TIME ALLOWANCE.** Keep this in mind when you are planning your study time. Exams scheduled after 7pm will start between 4 & 5:45pm, depending upon the exam length and extended time required.
- If for any reason you start early and complete your exam before your classmates are seated in the standard setting, you MUST remain supervised at our exam site for at least 15 minutes after the original start time to ensure exam security. If you are not sure you are free to leave: ask.
- There are a handful of instructors that require students to pick up their exams from offices or classroom before coming to CETL sites to take exams. Watch for these instructions in your exam confirmations and **PLAN FOR THIS TIME.**

Changes:

- You can log in and edit your requests in TAS in advance of the exam date. If you learn of changes or special instructions within 48 hours of the exam date, email disability@rochester.edu. For example, if you learn that a formula/note sheet is allowed or the date/time has changed, send the specifics. You can forward email notifications from your instructors or cut/paste details from your Blackboard or syllabi.
- If you use the student comment field to enter “I am approved for a basic calculator” and it is NOT listed as an approved accommodation on your accommodation letter, this comment **will be removed** from your TAS entry. Format course codes as ‘ABC 123,’ and do not enter unnecessary information, such as your extended time allotment.

Exam Site Instructions:

- **Bring your student ID and arrive ON TIME.** You will **NOT** be given additional time due to late arrival.
- **Bring only what is required** (pens, pencils, erasers, allowed calculator, or approved notes/textbooks)
- Avoid bringing bulky items, book bags, coats, etc. Expect to leave any belongings in the front of the room. (we are not responsible for lost/stolen items)
- You may bring drinks and snacks. However, be considerate and choose items that can be consumed quietly during the exam.
- If you step out to use the restroom, this time is forfeit and your end time is not adjusted. *Exception: students with approved medical accommodations.*
- **DO NOT bring a cell phone or smart watch** or any electronic device that may have an audible or vibrating alarm. If you do bring a prohibited item, the proctor must observe that you have powered it **OFF.** Any electronic device must be surrendered to the proctor or zipped up with your belongings in the front of the room.

Questions of Instructors During the Exam:

- Scan your entire exam to predict whether you may need clarification early on in the examination period. Do not wait until 30 minutes are left to ask a question.
- CETL proctors make every effort to contact instructors or TAs in the event of a question using contact information provided by the instructor. Continue working on your exam while you are waiting.
- **Be persistent.** If proctor is unable to reach anyone via phone, text, or email in a reasonable amount of time, **ASK to be escorted to the standard exam site and it is your responsibility to know where that is.**

Lastly:

- **Log on to your TAS account regularly** during finals to view your pending exam arrangements and to check for accuracy and location changes.
- **Remember:** You are responsible for monitoring the status and accuracy of exam requests in process and to read the TAS confirmation emails.
- Contact CETL Disability Resources with any questions and exam cancellations.

Best of luck!
Your Access Coordinators at CETL Disability Resources
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585-275-9049