The Disability Services Office (DSO) at Boston College provides alternate testing facilities for students who have been approved for quiet space or extended time exam accommodations. DSO depends upon the integrity and efficiency of students receiving exam accommodations in order for all students to benefit from an alternate testing facility. The following information outlines the exam accommodation process. It is important to adhere to DSO’s exam accommodations in order for exams to be received, administered, and returned in a timely manner.

**Policy and Procedure**

- Student provides appropriate documentation to DSO and registers with Dean Durrett to receive academic accommodations.
- Student meets with Dean Durrett to request and be approved for exam accommodations.
- Student schedules exam date and time by calling, emailing, or visiting DSO office. Requests for exam accommodations should be made as soon as possible to ensure testing space. All exams in DSO should be scheduled at time of regularly scheduled class meeting time, except in the case of sickness or conflicting class schedules.
- Student requests exam accommodation form to be completed with professor. Date and time of scheduled exam is subject to professor’s agreement.
- Professor submits exam and exam accommodation form electronically or in person to DSO.
- Student arrives in DSO at scheduled time to complete exam.

**DSO Exam Rules**

- Student leaves all materials (i.e. backpack, phone) in DSO with assistant.
- DSO requires a completed exam accommodation form for each exam.
- Student will be instructed on what they may take into the testing room per the professor’s instructions (i.e. notes, calculator, scratch paper).
- A delay of 15 minutes after scheduled start time may forfeit testing period. Extended exam time may also be forfeited by arriving late.
- Student may not discuss exam during or upon completion of exam.
- If student is caught cheating, the professor will be notified immediately and will determine the appropriate disciplinary action, in accordance with university policy.

In contract signing with Dean Durrett and by receiving exam accommodations, student agrees to follow the exam policies and procedures outlined by the Disability Services Office at Boston College.