

Guidelines for Discussing Accommodations with Instructors

1. Before approaching your instructors, think about what you will say. If you would like some privacy when you talk to them, ask for an appointment. Let your instructors know that you would like to speak with them about testing accommodations.

2. Present your instructor with the accommodations request form and say something like:

“I am registered with DSPS, and I have an authorization form for testing accommodations.”

3. Ask your instructor if there will be a review before the exam or if there will be lecture before or after the exam. It will be important to schedule your exam in DSPS so that you do not miss important class time such as review or lecture!

4. Evening and weekend classes: Let your instructor know what time you plan on taking the exam in DSPS so that the test will be here for you. For example, if the class will be taking a one-hour exam at 7:00 pm, and you receive time-and-a-half for tests, you should be taking the test in DSPS at 5:30 or before. Therefore, your instructor would need to get the exam to us before 5:30!

5. If the instructor asks why you need this accommodation, or what your disability is, provide a brief explanation. Here are some examples of how you might respond depending on your situation:

“My disability causes me to process information more slowly so that I need more time to finish tests.”

or

“My disability causes me to be very easily distracted during tests, and I need a quiet place to take my tests.”

You do not need to disclose the nature of your disability unless you feel comfortable doing so.

6. If a conflict or problem with an accommodation develops, remain calm, do not get into an argument with an instructor. Say, “Thank you,” then come directly to the DSPS center and let Lucy, Laura or Michael know what is happening. We will work with the instructor to ensure that your needs and the instructor’s needs are met.