

# WAYNE STATE UNIVERSITY

## DIVISION OF ACADEMIC AFFAIRS

### OFFICE OF EDUCATIONAL ACCESSIBILITY SERVICES

Dear Student,

Due to the increased number of exams administered in the EAS office, it has been necessary to update our Alternative Testing Policy and Procedures. Please take note of these changes as it is the student's responsibility to follow them in order for exams to be considered officially scheduled:

- 1.) All exams, quizzes, and tests must be scheduled at least one week prior to the exam date. Failure to do so may result in suspension of this service until you have made an appointment and met with the EAS Director in order to discuss this situation.
- 2.) Test permits and instruction sheets are to be delivered, faxed, or sent via email attachment to Fran Marlowe [fmarlowe@wayne.edu](mailto:fmarlowe@wayne.edu) with cc: Jane DePriester-Morandini [jdeprie@wayne.edu](mailto:jdeprie@wayne.edu).
- 3.) Before sending the paperwork, check to see that all of the required information is correct before submitting it to the EAS office.
- 4.) EAS requests that students schedule all exams for each class at the beginning of every semester. Complete the student portion of the test permit, placing all test, quiz, or exam dates on one permit prior to requesting the professor's signature. The professor is to complete his/her portion before submitting to the EAS office. Once this is completed, EAS will schedule the exams. If there are multiple exam dates on one permit, the student will email the professor one week in advance to remind him/her to forward the exam to [fmarlowe@wayne.edu](mailto:fmarlowe@wayne.edu) and CC to [jdeprie@wayne.edu](mailto:jdeprie@wayne.edu).
- 5.) If you encounter any problems or difficulties with your professor, please notify your EAS counselor in a timely manner by email or by phone to request advice and support.
- 6.) For your convenience, the EAS website has a link to forms on the main home page: [www.eas.wayne.edu](http://www.eas.wayne.edu).
- 7.) Exams are to be scheduled at the same time the rest of the class will be taking it unless otherwise documented on the Test Permit by your professor.

#### **Re-scheduling Classroom Exams**

If you miss an exam it is your responsibility to contact your professor to make arrangements. In order to reschedule the missed exam in the EAS office, your professor must first contact the Fran Marlowe, Program Specialist, Jane DePriester-Morandini, Interim Director, or your counselor. Under no circumstances can an EAS staff person make the decision to allow a student to make up a missed exam without faculty member's knowledge or permission.

#### **Scheduling Institutional Exams**

EAS students are able to schedule and take university placement and other institutional exams in accordance with their granted accommodations. These exams also require a one week advance notice and can only be taken during EAS' business hours. In certain circumstances, EAS can not schedule exams during specialty periods, so it is necessary to phone in advance to discuss with the Program Specialist.

#### **Re-Scheduling Institutional Exams**

Missed institutional exams may be rescheduled by contacting Fran Marlowe, Program Specialist or Jane DePriester-Morandini, Interim Director, or your counselor. One week notice is required for scheduling. You must be able to provide the new information, date and time during which you will take the exam as well as the original test date.

***NOTE: Students are allowed three (3) re-schedules within one(1) year of the original scheduling date for the institutional exams.***