



AccessAbility Services Guidelines for Make-Up Quizzes/Exams Due to Disability Related Absences

Students registered with AccessAbility Services (AAS) for a documented disability and approved to make-up missed exams/quizzes are able to arrange a make-up exam if the **absence is directly related to a previously disclosed and documented disability with AAS**. In order to receive this accommodation, students must follow the following procedures:

1. Students must follow the faculty member's policy regarding notification of an absence from an exam.
2. Prior notification to AAS is expected when a student is aware that he or she will miss an exam prior to its administration. Notification should occur through email to aastesting@wcsu.edu as soon as possible, prior to the exam.
3. In the case of an unexpected absence it is expected that the student will notify AAS in writing within 24 hours of the original exam administration time.
4. Within 3 working days, the student must provide AAS with medical documentation regarding the absence from the diagnosing clinician. Once written documentation is received, AAS will verify the absence, if appropriate, with the professor.
 - a. Documentation must include information on the symptoms that directly supports the need for the absence from an exam. The disability must also be previously documented on file with AAS. Missed exams due to doctor's appointments in most cases will not be supported by AAS. Documentation must be presented on official letterhead and signed by the health care provider with a projected date for return to campus.
 - b. Faculty members must refrain from asking the student with a disability for specific and detailed documentation of the excused absences as such information may be a violation of the student's privacy rights.
5. Once verification is provided to the faculty member from AAS, the student must work with the faculty member on a different exam date/time. Missed quizzes/exams typically must be made up within one week of the original administration.
 - a. Faculty members do retain the right to have the student complete an optional assignment to replace the missed quiz/exam as long as the assignment is not substantially more difficult than the exam/quiz.
6. If a make-up exam is to be taken in AAS, the student must follow AAS procedures for scheduling an exam in AAS.
7. When providing a make-up exam for a student with a disability-related absence, faculty members are encouraged to administer the same or similar exam given to all other students.
 - a. Should it be necessary to prepare a separate make-up exam for any student, faculty members must provide an exam that is comparable to the original with respect to the types of questions, length of exam, and complexity of questions.

Please Note: AAS should not be contacted unless the excuse is directly related to a disability that has been documented at AAS. Absences that are not related to a documented disability must be handled according to the faculty member's written policy regarding missed exams.