# Adaptive Technology Lab (AT Lab) – Frequently Asked Questions from **Students**

## I have approved academic accommodations to take tests outside of my classroom. What are my responsibilities for requesting testing in the AT Lab? How and when do I submit a Testing Room Request?

**Answer:** To submit a request in the Accommodate student portal, follow the step-by-step directions in the [How to Submit a Testing Room Request guide](https://ctregents-my.sharepoint.com/:b:/g/personal/01995632_ncc_commnet_edu/EeIsu3N-iEVEtBXSwZtvKssB22J8v6LrlVDNoZeU3_6fMw?e=LeGCPU).

* During the first few days of the semester, you should review your course syllabus, highlight the dates of all tests and quizzes, and review your accommodations. Then, you should submit requests for your tests and quizzes for the entire semester to ensure space is available in the AT Lab.
* At a minimum, request your testing appointments 7 days in advance. For midterms and finals, 2-3 weeks beforehand is strongly recommended. Please note: if space is not available in the lab, alternative test dates will be worked out.
* If the time and day you are requesting is different than your scheduled class test date, approval is needed from your professor. Once approved, submit the request immediately.
* Best practice is to schedule the exam during class time or as close to the actual class time as possible.

## What should I do if my class meets outside the hours when the AT Lab is closed?

**Answer:**For classes that take place outside of our testing hours, coordinate with your instructor for an alternative time & day to test in the lab. This could mean testing with your instructor or scheduling a test in the lab during our testing hours.

## What happens if my instructor changes the testing dates during the semester and I already submitted a request?

**Answer:** If your original submitted request was approved but the date of the exam changes, go back into Accommodate and cancel. Submit another request with the new date and time of the exam.

## Will I get email notifications once I submit a request?

**Answer**: Yes, an email notification will be sent to you and your instructor with the details of your pending testing room request. When your request is approved, you will receive another email to confirm your test date and time.

## What happens if I arrive late for my scheduled testing appointment?

**Answer**: It is important to arrive on time because you will not receive additional testing time if you arrive late. If you arrive more than 15 minutes late, you may need to reschedule the exam to another date. You will need to coordinate with your instructor to reschedule.

## Am I required to use the testing accommodations listed in my Accommodation Letter or can I take the exam with my class?

**Answer:** Although you are encouraged to use your academic accommodations, you are not required to use them for every test.

* If you take the test in the classroom, you will take the test in the same manner as the other students. If extra time is your only testing accommodation, communicate options with your professor before the exam.
* If your instructor is not able to provide extra time, the instructor will need to contact Dr. Apfel via email at [fapfel@ncc.commnet.edu](mailto:fapfel@ncc.commnet.edu).

## I did not request a testing appointment in advance and my test is today. Can I just show up to take my test?

**Answer:** If you come to the AT Lab on the day of your exam without an appointment, you will be advised to work with your instructor and look at other options for completing your exam.

* In most cases, the AT Lab would not have your testing materials available or time to coordinate with your instructor.
* You will receive the same result as any other student who misses a test, per your instructor’s policy.
* Be sure to request your testing room appointments at least 7 days before the exam.