

Extended Time on Exams

- Student responsibilities:
 - Arrange time and location:
 - Academic Success Center or front desk of a regional campus
 - ASC requires an appointment 48 hours in advance
 - Contact (559) 453-5585 or <https://fresno.tfaforms.net/35>
 - Or other mutually agreed-upon location
 - e.g. faculty office, library, etc.
 - Allow enough time to use your entire allotted extended time
 - Communicate with the professor:
 - At least three days in advance
 - Where and when you plan to take your exam
 - Arrive on time with appropriate materials
 - If unable to take your exam as planned, contact the professor and ASC or regional campus staff to change arrangements.
- Professor responsibilities:
 - Deliver the exam by hand or email to ASC or regional campus front desk before the scheduled exam time.
 - For timed online tests, make sure the time is extended appropriately.
 - Contact the Center for Online Learning for assistance (559) 453-3460 or col@fresno.edu
 - If an alternate exam is needed to protect integrity, it must be the same basic format with the same type of questions as the regular exam.
 - Provide complete test administration instructions.
 - Collect the exam after it has been completed.
- Things to keep in mind:
 - A student's schedule may not allow for the exam to be taken at the same time as the class session due to:
 - Another class scheduled immediately following
 - Work schedule
 - Family commitments
 - A student must be allowed to use accommodations without penalty for factors beyond his/her control.