

**Office of Student Disabilities Services (SDS)**  
**University of Pennsylvania**  
**Exam Accommodations – Rules and Responsibilities**

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All students who receive exam accommodations through SDS have responsibilities. This helpful checklist will ensure success for implementing your exam accommodations each semester.

### **Beginning of the Semester**

- Meet with SDS staff at the beginning of each semester to sign the Accommodated Course List (ACL). This will allow us to notify your faculty via email and will enable you to make exam requests.
- Introduce yourself to your professors to discuss your accommodations.
- We require at least **7 days' notice** in advance for an exam request, **except** final exams. Students making late requests (i.e., less than 7 days) may be required to take the exam with the class without accommodations.
  - For instance, a Thursday exam request must be made by the previous Thursday.
  - **Final exam requests must be submitted by midnight on November 29, 2019.**
- Log in to your *MyWLRC* account at: <https://wlrp.apps.upenn.edu/> to request exam accommodations as soon as you receive your syllabi.
  - Select Manage requests on the left side of the page.
  - Request your accommodated exams for each class for the semester.
  - If you need help making exam requests, schedule an appointment with an SDS staff person as soon as possible.
  - If any dates to your exam requests change, it is your responsibility to create a new request for the correct date and cancel any incorrect date requests.
- Please note:** If you add a class after you signed your ACL, come back to SDS to sign a new ACL.
- Remember to delete all exam requests for any dropped courses.
- Add [vpul-sds@mail@pobox.upenn.edu](mailto:vpul-sds@mail@pobox.upenn.edu) to your address book or safe senders list, emails will not be incorrectly marked as spam or junk.

### **Scheduling Conflicts and Cancellation of Requests**

- It is your responsibility to identify potential date/time conflicts. Our office recommends you discuss any issues with your professors early in the semester.
  - Any changes in exam date or time must be approved by your professor and permission must be forwarded to [vpul-sds@mail@pobox.upenn.edu](mailto:vpul-sds@mail@pobox.upenn.edu) no less than 7 days prior to the exam to be guaranteed.
  - **Helpful tip:** Email your professor requesting permission for the change, copy SDS, and request they reply all.
- If you will not be taking your arranged exams, please notify SDS immediately.

### **Communication about Exam Details**

- All communication from SDS will be sent to your Penn email account. After you submit your exam accommodation request in *MyWLRC*, you will receive a confirmation email. If you do not receive this confirmation, please contact [vpul-sds@mail@pobox.upenn.edu](mailto:vpul-sds@mail@pobox.upenn.edu).
- Log in to your *MyWLRC* account to see the exam details of your requests. Your account will be updated as we receive information from the faculty.
  - **Please note:** A status of “pending” indicates SDS is still awaiting exam details or is preparing room assignments and information will be updated when available. **Up to date information may not be available until the night before the exam.**

## Exam Day

- Check your *MyWLRC* account the morning of your exam to obtain the most up-to-date information. Check the details, such as time and location, as not all accommodated exams are administered at Weingarten.
- Arrive to your assigned exam site prior to the start time and sign in with the proctor or SDS staff member.
- Bring your Penn ID to each exam.
- If you arrive more than 15 minutes after the scheduled exam time, SDS staff will need to receive approval from your professor in order to start your exam late, and you may not be able to receive your full time.
- SDS takes academic integrity very seriously.
  - You will be required to leave all personal electronic devices (including but not limited to smart watches, cell phones, laptops, tablets), calculators, book bags, and hats outside of the exam room.
  - Faculty will be notified of any exam irregularities that may occur during your exam.
- You are allowed to bring drinks but they must have a lid.
- Peanuts and tree nuts** may not be brought into the individual exam rooms or open areas of the exam lab.
- When you receive your exam from the proctor, make sure you have all the materials you need and write your name on the exam as instructed by the professor.
- If you need a break (e.g., restroom break) during an exam, sign out with the proctor.
- If you have an issue or problem during the exam, notify the proctor immediately.
- SDS makes every effort to obtain contact information from your professor or TA for questions that may arise during the exam. If you have a question, and your professor cannot be reached, you are encouraged to answer the question, include an explanation of your interpretation at the time, and email your professor immediately after your exam with questions.
- Although there is always a clock in the exam room, you are expected to manage your time. SDS proctors will also provide you with a 10 minute courtesy warning before the end of your exam time. When your exam time has ended, you must turn in your exam immediately.

**The deadline for requests for Final Exams is at midnight on November 29, 2019.**

### Questions concerning your exam requests?

Check your *MyWLRC* account. If you need additional assistance, email: [vpul-sds@mail@pobox.upenn.edu](mailto:vpul-sds@mail@pobox.upenn.edu).

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I acknowledge that I have received a copy of the Office of Student Disabilities Services (SDS) Exam Accommodations - Rules and Responsibilities form. I further acknowledge that I understand the rules and my responsibilities for requesting and receiving exam accommodations and will abide by them.

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Print Student Name

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Student Signature

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Date

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SDS Signature

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Date

**Exam Accommodations – Rules and Responsibilities is available on the SDS website at:**

[https://www.vpul.upenn.edu/lrc/sds/current\\_students.php](https://www.vpul.upenn.edu/lrc/sds/current_students.php)