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

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. For instance, a Thursday exam request must be made by the previous Thursday. Students making late requests (i.e., less than 7 days) may be required to take the exam with the class without accommodations. The deadline for all final exam requests is April 17, 2017.
- Log in to your MyWLRC account at: https://wlrc.apps.upenn.edu to request exam accommodations. Make requests for all of your exams as soon as you receive your syllabi. If you need help making exam requests, please 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.
- Helpful tip: By adding vpul-sdsmail@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 Request

- Refer to your calendar to identify potential date/time conflicts with your professors. Any changes in exam date or time must be approved by your instructor and permission must be forwarded to vpul-sdsmail@pobox.upenn.edu no less than 7 days prior to the exam. It is your responsibility to make these arrangements.
- Helpful tip: Send an email to your instructor requesting permission for the change and request that the confirmation be sent to vpul-sdsmail@pobox.upenn.edu.
- If you will not be taking your arranged exams, please notify vpul-sdsmail@pobox.upenn.edu 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-sdsmail@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.
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 Learning Resources Center.

Arrive to your assigned exam site prior to the start time and sign in with the proctor on duty or SDS staff member.

Bring your Penn ID to each exam. You will need to present it to check in.

You will not be permitted to make up any exam time missed due to late arrival. If you arrive more than 15 minutes after the scheduled exam time, SDS staff will need to receive approval from your professor to start your exam late.

SDS takes academic integrity very seriously.
- For purposes of maintaining integrity of the exam environment, students 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.
- No food or drinks (except clear liquids in a clear bottle with a lid) are allowed in the exam rooms unless approved.
- Faculty will be notified of any exam irregularities that may occur during your exam.

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 instructor.

Sign out with the proctor if you need a break (e.g., restroom break) during an exam.

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. However, 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 to explain your questions.

You are expected to manage your time during your exams and there is always a clock in the exam room. SDS proctors will also notify you 10 minutes 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 April 17, 2017.

Questions concerning your exam requests?
Check your MyWLRC account. If you need additional assistance, email: vpul-sdsmail@pobox.upenn.edu.

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.

Print Student Name   Student Signature   Date
Witness Signature   Date

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