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

🌟At the Beginning of the Semester🌟

- At the beginning of each semester, meet with SDS staff to sign the *Accommodated Course List (ACL)*. Notification emails will subsequently be sent to your faculty. You will not be able to make requests for exam accommodations until these emails have been sent.

- We recommend that you introduce yourself to your professors to discuss your accommodations.

- If you add a class after you signed your ACL, come back to SDS to sign a new ACL. Please delete all exam requests for any dropped courses.

- Please note that the **deadline for final exam requests is November 24, 2015**.

🌟Prior to Exam Day🌟

- Log in to your *MyWLRC* account at: [http://www.vpul.upenn.edu/lrc/](http://www.vpul.upenn.edu/lrc/) to request exam accommodations at least 7 days in advance of each exam. (For instance, a Thursday exam request must be made by the previous Thursday.) **Tip**: 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.

- Any changes in exam date or time must be approved by your instructor and emailed to sdsmail@zimbra.upenn.edu no less than 7 days prior to the exam. You are responsible for making these arrangements with your professor.

- Please be aware that scheduling conflicts (i.e., back-to-back classes and common time exams) may hinder your ability to take exams with accommodations. Be proactive and address potential date/time conflicts with your professors early in the semester.

- You will receive an email confirmation immediately after you make your exam accommodation requests. If you do not receive this confirmation, please contact sdsmail@zimbra.upenn.edu.

- Log in to your *MyWLRC* account to see the status of your exam requests. Your account will be updated as we receive information from the faculty.

🌟On Exam Day🌟

- Check your *MyWLRC* account the morning of your exam to obtain the most up-to-date information on exam location and instructions.

- Please arrive to your assigned exam site prior to your exam start time and sign in with the SDS staff person or proctor on duty.
Please bring your Penn ID to each exam.

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.

For purposes of maintaining integrity of the exam environment, students will be asked to leave all personal electronic devices, calculators, book bags, hats, and other bulky clothing outside of the exam room. No food is allowed in the exam rooms unless approved.

If you need to use the restroom during an exam, please sign out with the Proctor.

If you have an issue or problem during the exam, please notify the proctor immediately.

SDS proctors will notify you 10 minutes before the end of your exam time. When your exam time has ended, you must turn in your exam 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 about one of the items, and your professor cannot be reached, you are encouraged to answer the item, include an explanation of your interpretation at the time, and email your professor immediately after your exam to explain your questions.

Rules and Responsibilities

Students making late requests [less than 7 days] may be required to take the exam with the class without accommodations.

SDS takes academic integrity very seriously. Faculty will be notified of any exam irregularities that may occur during your exam.

All communication from SDS will be sent to your Penn email account.

Reminder: Make exam requests 7 days prior to exam day and the deadline for final exam requests is November 24, 2015.

If you have questions regarding your exam requests, check your MyWLRC account first. If you need additional information, write to: sdsmail@zimbra.upenn.edu.

University of Pennsylvania
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http://www.vpul.upenn.edu/lrc/sds