**CDR Exam Policy: 48-hour deadline to sign up for exams administered in CDR exam services.**

**Changes to the Center for Disability Resources (CDR) exam services policies and processes.**

**Rationale**: CDR has found it necessary to implement reasonable deadlines for students to sign up to take in-person exams in CDR’s exam services space. Since 2018, there has been a 52% increase in the number of students eligible to take exams at CDR, and a 24.6% in exams administered. Due to these substantial increases, permitting students to sign up within hours of the exam or walk-in at the time of the exam is no longer possible. Implementing reasonable deadlines for students to sign up for exams permits staff to schedule the day, ensure seating, prepare each exam, and troubleshoot any problems in getting the exam or proctor instructions from faculty.

In addition, preparations for final exams requires longer lead time to secure outside rooms, prepare exams and finalize seating & proctor schedules; therefore, deadlines for finals will be determined each semester, based on the final exam start date.

The CDR exam sign-up policy & process:

* Students must sign-up to take an exam at CDR more than 48-hours in advance of the exam. Semester e**xam dates are included in the course syllabi students receive at the beginning of the semester.**
* Students will follow the standard procedures for signing up for exams as detailed in the “Signing Up for Exam” instructional guide located the Disability Resource Portal, Resource Library.
* The disability student portal system will not allow students to sign up for any time that falls within a 48 - hour period.
	+ Exceptions will only be considered for approval when **all** of the following criteria are met.
		- The student provides a written communication from their healthcare provider indicating they experienced a medical incident which prevented them from signing up, **and**
		- They are signing up to take the exam for the same day and time their class is taking the exam (or students otherwise have written faculty approval to take the exam at a different time), **and**
		- There is available space, **and**
		- CDR already has a copy of the exam.
* To make an exception request, students will need to contact an access coordinator by calling 315-443-4498 or emailing cdrspecialist@syr.edu. In the subject line, they will type “request exception: late sign-up”. They will need to provide the date, time, course, section, instructor name and contact information, and attach the written doctor’s excuse.
	+ Exam staff will work with their access coordinator to schedule the exam at CDR.
	+ CDR staff will email approval, and manually input the sign-up in the disability portal to complete the process.
* **CDR cannot guarantee we will be able to process these late requests. In these cases, exams will need to be taken in the regularly assigned classroom.**
* **Students who walk-in without signing up or have not requested and been approved for an exception, will be advised to return to their regularly assigned classroom.**
* Keep in mind, urgent situations, or scheduling conflicts that require scheduling the exam at an alternate time will be considered on a case-by-case basis and subject to space availability and faculty approval.