



CARDINAL  
STRITCH  
UNIVERSITY

## Testing Accommodation Rules

1. The student speaks with the instructor about his/her intent to take the test in Academic Support, and an appropriate date/time is agreed upon to take the test.
2. The student must schedule a daytime test two business days before the test date (not counting the day of the test) with Academic Support (414-410-4828). The student will schedule a testing time in Academic Support by completing an appointment request on [stritch.mywconline.com](http://stritch.mywconline.com)
3. Only necessary and instructor-approved materials are allowed in the testing room. Students must leave hats, backpacks, cell phones, water/soda bottles, and other items secured with Academic Support. The use of books, notes, and electronic devices will not be allowed during the test, unless otherwise stated by the professor on the testing accommodation form.
4. On request, the student will be permitted to use the restroom during the test, however, Academic Support will review the exam to verify completion prior to and following the restroom break.
5. Students requesting any changes once the exam has been scheduled will need to have approval from the instructor.
6. Any anticipated need to be in contact with the instructor should be discussed with the instructor ahead of time, as students will not be allowed to leave the testing area in an attempt to find the instructor.
7. Suspicions of cheating will be addressed and investigated thoroughly by an Academic Support staff member. The student will be allowed to complete the test; however, all information will be submitted to the instructor.