



Dear Student,

This letter shares information on the current Psychology Department procedures for Office for Students with Disability (OSD) students.

For psychology courses, you will work with your instructor on any items listed under “classroom accommodations” and the Psychology Student Affairs Office (PSAO) for items listed under “exam accommodations.” As the student who has been diagnosed as having a current disability that results in limitations, it is your responsibility to register promptly with OSD and PSAO every quarter.

In order to ensure OSD exam accommodations are met, you must follow the procedures of both OSD and the PSAO, including the following:

- Once you have been approved for accommodations, you must present the Authorization for Accommodation (AFA) letter as soon as you receive it from OSD. Any delay in the student’s part in providing the AFA letter to the PSAO, course instructor, and graduate TA could extremely impede the accommodation process. *No exam accommodations can be implemented retroactively or without the AFA letter.*
- Current AFA letters for each psychology course must be submitted to the instructor, graduate TA, and PSAO before any exam accommodations can be implemented. Although the PSAO administers psychology course exams, the instructor and graduate TA must be aware of all exam accommodations. The AFA letter that is submitted to the PSAO only needs the signature of the student and OSD staff member.
- You must submit all psychology exam accommodation requests through the online Google request form. The request form link is on our department website at UCSD/ Psychology/ Undergraduate Program/Resources/OSD Accommodations or the direct link: <https://forms.gle/RbKAn91M29avxhv76>.
- It is important to submit all OSD exam accommodation requests a minimum of 4 business days in advance of the scheduled course exam. The PSAO cannot guarantee to provide appropriate exam accommodations if a request is submitted within less than 4 business days of the exam date.
- All exams must be administered during the day and at the starting time of the regular class exam. Exceptions to this include the following:
 - The class meeting time is outside the PSAO hours of Monday-Friday, 8:00 AM-4:30 PM.
 - Your OSD exam accommodations include the ability to reschedule.
 - You have an unforeseen emergency or illness, including documentation, that falls under the class reschedule policy. You must follow the reschedule procedures listed in the course syllabus in order to be accommodated.
- The PSAO will create a final exam schedule for students who submit their AFA letter(s) by Monday, week 7.
 - Students who receive 1.5 extended time accommodations will *usually* be given a start time of 7:45 AM, 8:00 AM, 12:15 PM, 1:00 PM or 1:30 PM on the day of the regularly scheduled in-class exam.
 - Students who receive 2.0 extended time accommodations will *usually* be given a start time of 8:00 AM or 10:00 AM on the day of the regularly scheduled in-class exam.
 - *Other starting times may be assigned due to testing room availability.*



- Students must schedule their quiz or exam with the PSAO to receive their OSD exam accommodations. If the student takes the quiz or exam in class, the teaching team is not expected to provide exam accommodations.
- Once an exam is scheduled and confirmed there is no rescheduling the date/time of the scheduled exam without documentation and approval from both OSD and the instructor.
- The PSAO will not schedule exams during a student's classes or mandatory university events. The PSAO will not take into consideration work, transportation, student organizations, etc. when scheduling exams.
- The student is responsible for their testing accommodation schedule; the student must notify the PSAO immediately if there is a scheduling conflict with their classes and/or other exams.
- Students must arrive 5 minutes in advance of the scheduled exam start time to check-in at the PSAO, 1533 Mandler Hall.
- The exam begins at the scheduled start time. The exam time does not change if the student is late. No exceptions.
- Students must show a valid photo ID before being allowed to take an exam.
- If your AFA letter includes "Professor/TA clarification during the exam" every effort will be made to have the Professor or graduate TA speak with you at some point during the exam. Students are encouraged to review the exam in its entirety first to make a note of any clarification questions they may have so that, regardless of when the Professor/TA is able to speak with you, you are prepared.
- PSAO cannot guarantee that any student will have a large room to themselves.
- Integrity of scholarship is essential for an academic community and is strictly enforced in the Psychology Department. The University expects that both instructors and students will honor this principle and in so doing protect the validity of the University's intellectual work. Anyone in violation of academic integrity standards will be subject to all the provisions outlined in the Student Conduct Code.

The Psychology Department will be strictly adhering to all procedures and regulations put forth by OSD.

Please let me know if you have any questions or concerns.

Sincerely,
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