



TR Instructor's Guide to Alternative Testing Student Accessibility Resources (SAR)

Any student requesting academic accommodation must first provide documentation of a disability to the Student Accessibility Resources office (SAR). The SAR office will in turn provide the student with an **Instructors Notification Letter** indicating the accommodations for which the student is eligible.

This letter is to inform you that a student registered in your class will be receiving Alternative Testing services. Below is some helpful steps to assist you in the process:

1. Alternative testing will include all other accommodations for which the student is eligible. This includes but is not limited to: extended time, readers, scribes, word processors, distraction-free environment, CCTV, enlarged print, etc.
2. Students must complete and submit an **Alternative Testing Request Form** (available in the SAR office) **for each exam at least two (2) business days prior to each test date.**
3. Alternative testing is available Monday through Thursday 7:30 a.m.-5 p.m. and Friday 7:30 a.m.-2 p.m. (TCC is closed on Fridays during the summer). Students requesting accommodations **before or after hours must schedule three (3) business days in advance.**
4. Each test should be accompanied by a **Faculty Test Information Form** available as an attachment to the email notification and/or in the SAR office. Only those accommodations specifically listed by the instructor on the form will be available to the student.
5. When the student schedules a test/exam with our office, the instructor receives an **Email Notification Request.**
6. It is helpful if tests are received in the SAR Office at least twenty four (24) hours in advance. Tests may be delivered in person, via intercampus mail, fax or by email.
7. If the student is a **"no show"** the test will automatically be returned to the instructor. The process will need to be repeated in order to reschedule a testing time.

Student Accessibility Resources
Trinity River Campus
Location: TRTR 3817A
Office: 817-515-1295
Fax: 817-515-0708

