

# Academic Affairs

## ADA Accommodation Testing Procedure

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Please refer to the following instructions:

1. Cue sheets must be reviewed and approved by the instructor since the instructor decides the learning objectives or essential requirements of the course. Instructors can choose to remove memory triggers that are deemed to be essential learning objectives for the course. Note: It is understood that some courses do not lend themselves to the use of cue sheets. The cue sheet must be submitted to the professor for review at least 2



Once the student completes the exam at OAS, the test and the cue sheet will be returned to the instructor.

Approved versions of this Procedure will be posted on MyAlvernia.

Exceptions to this procedure must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this procedure.

N/A

[4.1060 Accommodations under the ADA](#)

This section contains any forms or exhibits referenced by this policy.

[Policy and Procedure Exception Form](#)

Date Reviewed	Description of Policy/Procedure
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