



## Office of Accessibility Services

Hutchinson Community College's Office of Accessibility Services is committed to providing equal access to students with disabilities, through appropriate accommodations and services, based on individual, documented need. Post-secondary accommodations require student self-advocacy and independence. All information held in the Accessibility Services Office is considered confidential and will only be used for academic purposes without written student consent. The Accessibility Services Office is located in the Parker Student Union.

### Contact Information:

Coordinator of Accessibility Services  
1300 N. Plum, Hutchinson, KS 67501  
620-665-3554 or 1-800-289-3501 ext 3554  
Email: AccessibilityServices@hutchcc.edu

### How Students Access Accommodations:

1. Students who wish to request accommodations based upon documented disabilities and are not currently registered with the Office of Accessibility Services, should complete the Application for Accessibility Services found here: [Application](#)
2. After completing the application, students should contact the Coordinator of Accessibility Services to schedule an intake interview. During this initial meeting, discussion will focus on how the disability affects the student and what accommodations will be needed. Early contact is encouraged as it can take weeks for some accommodations to be arranged.
3. Students will be required to provide appropriate documentation of their disability. The documentation must follow established guidelines and must include justification for the requested academic accommodation and be sent directly to the Coordinator of Accessibility Services.
4. The Coordinator of Accessibility Services will determine if the documentation is adequate to both establish the existence of a qualifying disability and to support the requested accommodations.
5. Students must request accommodations each semester and sign a Letter of Accommodation.
6. Students must notify the Coordinator of Accessibility Services of any schedule changes.

### Types of accommodations may include, but are not limited to:

- Extended time on tests
- Testing in a reduced distraction environment
- Books in alternate format
- Sign language interpreters
- Assistive technology

Once approved to use accommodations, students will sign a Letter of Accommodation **each** semester. Once the student returns this signed letter, the Coordinator of Accessibility Services will email a copy to each instructor for their records. All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the provision of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of the Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.



## Test Proctoring Procedures for Students Using Accommodations

The following is an outline of responsibilities for any student who will be testing in the Student Success Center's Testing Room as part of their accommodation plan and the responsibilities of the instructors of these students. If you have questions please contact the Coordinator of Accessibility Services at 620-665-3554 or email: [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu).

### Student Responsibilities:

1. The student must contact the Student Success Center to schedule an appointment for each test. (Call 620-665-3359 or e-mail [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu)).
2. The student must notify his/her instructor of their testing appointment time and ask them to send their test to the Student Success Center.

No walk-in testing is permitted. Proctors are scheduled based on appointments made.

If the student's appointment is missed, the testing materials will be returned to the instructor. Instructor approval is required for rescheduling test.

### Instructor Responsibilities:

1. It is the instructor's responsibility to discuss provisions for testing with the student.
2. Email test to [accessibilityservices@hutchcc.edu](mailto:accessibilityservices@hutchcc.edu) (preferred) or send through interoffice mail (in a blue envelope).
3. Along with the test, a completed Test Proctor Form, with instructions for the test, must be sent as well as any scantron or answer sheets to be used. The Test Proctor Form and this Procedure Form are emailed to the instructor when student returns their signed Accommodation Letter.

Please send tests as soon as possible once the student has told you he/she will be testing in the Student Success Center's Testing Room.

If the proctoring form/information does not accompany the test, the student will be allowed only the test and a pen or pencil.

### Outreach Locations:

Students testing in Newton should contact the Newton Test Proctor (316-283-7000 or [NewtonProctor@hutchcc.edu](mailto:NewtonProctor@hutchcc.edu)).

Students testing in McPherson should contact the McPherson Test Proctor (620-245-0202 or [McphersonProctor@hutchcc.edu](mailto:McphersonProctor@hutchcc.edu)).

Tests and Proctor Forms from instructors should be sent to the appropriate testing location for the student.