The Learning Access Program

Main Campus J-204
609-652-4988
LAP@Stockton.edu

Elisabeth Krupinski
Accommodated Testing &
ASL Interpreting Coordinator

STUDENT RESPONSIBILITIES

- Request Services/Register with the Learning Access Program

- Renew accommodations and provide professors with an accommodation letter each semester

- Speak with faculty members to determine if test accommodations can be provided in the classroom

- Provide faculty members with a Test Scheduling Form if planning to use the LAP Test Center & schedule testing appointments at least two days in advance

- Contact the Learning Access Program if assistance is needed

FACULTY RESPONSIBILITIES

- Review student accommodation letters and maintain a record of individual accommodations

- Complete Test Scheduling Form for students using the LAP Test Center

- Provide the LAP Test Coordinator with student exams prior to the student's arrival for their testing appointment

- Contact LAP if you believe that accommodations are not reasonable

NEW TEST SCHEDULING PROCEDURE

- Student provides Test Scheduling Form to the faculty member
- **Faculty member completes the form, including all necessary proctoring instructions**
- **Faculty member returns the form to the student**

  - **If not included on the form, the faculty member should email LAP with contact information/cell phone number where they can be reached during the exam**
- Student makes a testing appointment in the Accommodate system
- Student emails the Test Scheduling Form to LAPtesting@stockton.edu
- **Faculty member delivers the test to LAP**
- Test Coordinator confirms appointment with the student

Faculty Portion:

Professors must email their contact information, including a cell phone number, to LAPtesting@stockton.edu so they can be contacted with student questions during an exam. Any changes to exam parameters must be communicated by the professor to the Learning Access Program. Adjustments to test dates or times are subject to availability.

Exam/Quiz Delivery:

☐ professor will drop off to J-204
☐ professor will email to LAPtesting@stockton.edu
☐ exam is on computer program (Blackboard, Wiley Plus, etc.)

Exam/Quiz Return:

☐ professor will pick up in J-204
☐ student will submit on the computer program
☐ student will deliver in a sealed envelope to divisional office _____ ex. (ARHU, **K-150**: BUSN, **H-118**, etc.)

Exam Parameters:

Date of exam/quiz: (ex. 9/8/2025) _____   Start Time: _____

Number of minutes given to class: _____ minutes

Will you allow time beyond approved accommodation? ☐ Y ☐ N   maximum # minutes allowed: _____

Please indicate what the class will be using for this quiz/exam:

☐ calculator   ☐ blue book   ☐ scantron   ☐ scrap paper   ☐ personal computer
☐ open book   ☐ typed notes, 8.5X11   ☐ handwritten notes, 8.5X11   ☐ notebook/folder
☐ digital notes   ☐ 3X5 card   ☐ visual aid   ☐ other _____

Professor Initials: _____