

# ACCESS PLAN & TEST-TAKING

## How to Set Up Your Accommodations

### STEP 1: Disclose Accommodations to your Professors

- From the Dickinson Gateway, open CLIQ → Academic → Access Plan.
- Click **EDIT ACCESS PLAN** for the class in which you want to disclose your accommodations.
- For each accommodation listed, indicate whether you anticipate needing it for this class. This can be changed at any time.
- Review your plan to be sure you've made a selection for every item.
- All good? Click **DISCLOSE TO FACULTY**.

### STEP 2: Request Test-taking Accommodations

All tests should be entered in your Access Plan. This will ensure that your professor knows of your accommodation needs for every exam.

- From the Dickinson Gateway, open CLIQ → Academic → Access Plan.
- Click **TEST TAKING SET-UP** for the class in which you want to request test-taking accommodations.
- For all mid-semester assessments, click **SCHEDULE QUIZ|TEST**. Follow the prompts and click the "Submit Request" button.
- Click **SCHEDULE FINAL EXAM** for any test that occurs during finals week (even if it's just a "last exam.") Follow the prompts and click the "Submit Request" button.

### STEP 3: Meet with your Professors

- **Request a meeting** with each of your professors using the **REQUEST MEETING** button on your Access Plan card. You must edit the message displayed to propose three suggested meeting times. Proofread the message, and click "Send."
- **Meet with each professor.** Be prepared to make changes to your plan during your meeting and re-submit (by clicking "Disclose to Faculty" again) so that your professor can see and "Acknowledge" the changes before your meeting ends.
- **Verify that your professor has "Acknowledged" the plan. If either of the the items below is left undone, notify your professor as soon as possible!**
  - a. Verify that the "Administerd By" column indicates either FACULTY or ADS on the Test-Taking Setup page.
  - b. Verify that there is a check mark beside each of your accommodations on the Access Plan card for the class.

Questions? Email [proctoring@dickinson.edu](mailto:proctoring@dickinson.edu) or come into ADS ([Old West Lower Level "OWLL" Room 003](#)) for help.