**Access Plan & Test-Taking**

**STEP-BY-STEP STUDENT INSTRUCTIONS**

How to Set Up Your Accommodations

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**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**.

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**STEP 2: Request Test-taking Accommodations**

NEW in FA20: Even though proctoring is not available for remote classes, ALL tests should be entered in your Access Plan. This will ensure that your professor knows of your accommodation needs for every exam.

- For 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 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 button.

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**STEP 3: TO FINISH**

- **Schedule your Access Plan meetings** with your professors. Be sure to attach your Accommodation Letter to your email request for a meeting (using **this template** if you like).

- **Meet with each professor.** You should be have your Access Plan open during the meeting in case you need to make any changes and re-submit to your plan.

- **To finalize** the plan, your professor will need to open the faculty-view of your Access Plan in CLIQ and...
  
  a. Indicate their intention to administer your test-taking accommodations, and
  
  b. “Acknowledge” your accommodations.

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**Questions?**

Access Plan or Test-taking:
Susan Frommer at proctoring@dickinson.edu

Notes, LiveScribe, or Technology:
Mitch Gardner at notes@dickinson.edu

Other inquiries about accommodations:
John Joyce at access@dickinson.edu