



Laney College
SAS Student Accessibility Services
900 Fallon St • Oakland, California 94607
Tel. (510) 464-3431
laneysasassessment@peralta.edu

ALTERNATIVE TESTING PROCEDURES

Students are welcome to stop by our office at E-251 and pick up and return an Accessible Testing form. Forms are also available on our website:

- All SAS testing accommodations are scheduled with the SAS test proctor, in building E-259 **five (5) days or more in advance of each test date. Requests for finals MUST be to your instructors, at least **two weeks in advance of the test date.****
- All “**Alternative Testing Forms**” must be filled out by the Student and Instructor. The student will be responsible for delivering the form or emailing to the instructor unless special circumstances are require for submission.
- Once the form is turned in, the Test Proctor will contact the student to confirm their test date and will contact the instructor to have that exam emailed or deliver for the day scheduled.
- On the day of the test, students should arrive 5 minutes early in order for the testing to begin on time. **Student should be prepared to start your test at the scheduled time.** If you are unable to take your test at the appointed day and time, **you must notify your Instructor and the Test Proctor in advance.** You may reach SAS at (510) 464-3428 or laneysasassessment@peralta.edu.
- The SAS department reserves the right to make a final determination as to whether any requested reschedule is warranted and appropriate.