

Extended Exam Time for International students:

POLICY FOR EXAM TAKING BY STUDENT FOR WHOM ENGLISH IS NOT A PRIMARY LANGUAGE

Although having English as a foreign language does not constitute a learning disability, Moody Bible Institute understands that students whose first language is not English may face academic challenges. With this in mind, special permission may be granted for extended examination on a case-by-case basis.

A student who believes they have a substantial disadvantage in taking a timed exam because English is not their primary language may seek additional time to complete the exam commensurate with the extent of their particular disadvantage. A student seeking such additional time must make a request with Mrs. Nok Prukpitikul, the Assistant Dean for International Students, at least **two weeks** in advance of the exam period. Requesting of the additional time does not apply to take-home examinations.

Student requests for extra test taking time will be evaluated on the following criteria:

- No extra time will be given to students who are very fluent in English, or have used English as a common second language for a long time.
- Students who have earned a Bachelor's degree from an institution giving primary instruction in English are not qualified.
- Students who have studied in the USA for more than two years are not qualified (whether high school or college setting).
- Students who attended ESL classes for less than two full academic years may be qualified.
- The student's TOEFL score submitted during the Admission process must be less than 600 (paper-based) or 250 (Computer-based Test) or 100 (Internet-based Test) to qualify.
- Students who qualify will receive an additional 50% of given exam time for their first semester, additional 25% time for their second semester and none for their third semester.

Please note that the individual instructor will be provided with background information about the student's English study with a recommendation for extra time. However, the individual instructor makes the **final decision** as to whether or not extra time will be granted. If you have any questions about the policy or the procedures, please feel free to contact Nok Prukpitikul at nok.prukpitikul@moody.edu

TOEFL Score/ Student's background	Semesters eligible for extended time testing
550-599 (79-99 IBT, 213-249 CBT)	2 Semesters at MBI
550-599; less than two years of ESL class preparation in the USA.	Possibly 2 Semesters at MBI; case by case basis
600 and above (100 IBT, 250 CBT)	Not eligible

Note: Exception to the policy will be reviewed on a case-by-case basis.

REQUEST FOR EXAM ACCOMMODATION

FOR STUDENTS WHOSE NATIVE LANGUAGE IS NOT ENGLISH

TO: Professor _____

FROM: Nok Prukpitikul, Assistant Dean for International Students (Ext. # 4199)

Date: _____ Semester: _____

RE: Student Name: _____ ID: _____

Course name/code: _____ Exam Date: _____

STUDENT LANGUAGE TRAINING BACKGROUND INFORMATION (Completed by the student):

STUDENT'S REQUESTED ACCOMMODATION: ____ % extra time (Completed by the student)

INTERNATIONAL STUDENT OFFICE'S DECISION: _____% extra time

FACULTY MEMBER'S DECISION:

General Information concerning granting extra time:

A student seeking additional test taking time must make a request in the Student Development office. Upon receiving the "Request for Accommodation," Nok Prukpitikul, the Assistant Dean of International Students, will formulate a recommendation for each student. These recommendations are based on an assessment of their background and education, as well as on some personal familiarity with the student's English language skills. Additionally, our goal is to provide consistency among students who are similarly situated. Extra time is generally reduced each semester as students become more proficient with English. However, under our policy, whether or not to allow extra time to foreign language students, and the exact amount of extra time is up to the discretion of the individual professor.

If the student is approved for extended exam time, the exam will be monitored under the supervision of Mrs. Gayla Gates, the Assistant Dean of Student Resource Center.

**PLEASE RETURN THIS FORM TO Mrs. GAYLA GATES, STUDENT RESOURCE CENTER, SMITH 3.
THANK YOU.**