

Testing Accommodations

Procedures

1. For tests to be administered through the Center for Students with Disabilities (CSD), students must have a documented disability and have a record on file at the Center.
2. Students meet with a counselor to complete a *Request for Service Form* (RFS). Students then receive *Approved Accommodations Forms* that identify the modifications to which students are entitled based on their disability needs.
3. *Approved Accommodations Forms* are given to the students' instructors. This form lists the classroom modifications and testing accommodations that students need. Students must discuss the type of accommodations they need with their instructors so that they have a better understanding of why the services are needed. Students and instructors should also determine together the best method of providing these accommodations. For example some professors may prefer to provide extended time for tests right in the classroom so they are available to answer any questions. The *Approved Accommodations Forms* must be signed by the instructor(s) and returned to the Center.
4. Students give a purple *Alternative Testing Verification Form* (available in the CSD) to their instructor at least one week before the exam date with Part I of the form completed. Instructors deliver exams to the Center after completing Part 2 of the purple form. Instructors may make arrangements through CSD to fax or e-mail exams. The Testing Center hours are 7:45 am until 4:30 pm. During finals week, the Center will close at 5:15 pm.
5. The CSD **does not** maintain an exam file. All exams are received and returned according to predetermined arrangements provided by the instructors. Please note that tests **will not** be returned via campus email. Tests can be returned to academic departments by authorized office personnel, faxed or instructors can pick them up. A signature will be required when tests are delivered to academic departments.
6. Students must schedule tests at least 2 business days before they are to be taken. If a student schedules a test with less than 2 business days notice, the CSD cannot guarantee the test will be at the Center at the allotted time, testing room availability or that a proctor will be available to administer the test. Students are expected to schedule to take the exam on the same day the rest of the class takes the exam.

No Show, Cancellation and Rescheduling Policies

No Show

- If a student fails to show up for a scheduled test, office personnel will contact him/her by e-mail. The student's instructor will receive a copy of the e-mail.
- If the student does not respond to the e-mail or contact the office within one business day of the scheduled test, his/her instructor will be informed and the test may be returned.
- The student is responsible for making contact with the CSD and with his/her instructor to ensure the test(s) can be rescheduled.

Canceling/Rescheduling an Exam

- If a student needs to cancel a scheduled exam, s/he should call the CSD office as soon as possible.
- Instructors may contact the office by telephone or via e-mail to authorize rescheduling. This must be done **before** the test is administered.
- To ensure proper exam scheduling, it is the student's responsibility to contact the CSD office as soon as possible. Because of space constraints, rescheduling will be based on availability of space and allotted time.

Tardiness and Illness

- If a student shows up 1 - 20 minutes late for an exam, s/he will be allowed to take the test, but will not be allowed to go longer than the scheduled ending time.
- If a student shows up 20+ minutes late for a test, s/he will need to meet with the Program Administrator. Testing will only be allowed if extenuating circumstances are involved. It is the student's responsibility to contact the instructor to seek permission to reschedule a missed test due to tardiness or illness.

Special Arrangements

- If a student needs adaptive equipment such as a calculator, computer, scribe, reader, etc., or a proctor that has specific skills (science, math, etc.), it must be noted on the part II of the purple *Alternative Testing Verification Form*.
- The maximum time allotted to take any test administered at the CSD will be 4 hours. Students who are aware that they will need more time should discuss this issue with his/her instructor. With the instructor's permission, the test will be divided into two parts and the student will schedule two testing dates/times to complete the exam.
- Students are not allowed to use notes, books, tapes or any supplementary material unless specified by the instructor and listed on the *Alternative Testing Verification Form*.
- If a student is caught cheating or is suspected of cheating on an exam administered by CSD staff, all information will be turned over to the instructor for disciplinary action.
- All students who request test accommodations through the CSD are required to sign a copy of our policies and procedures.

For more information, please contact:

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