

## **Testing Accommodation**

### Extended Time

If the student qualifies for the academic accommodation of extended time for a test, exam, or in-class written assignment administered in the classroom during regular class time, the student has the responsibility to schedule the exam with the Testing Center and the faculty member has the responsibility to place the exam in the Testing Center.

If the faculty member agrees to provide extended testing accommodation in the classroom, then the faculty member is responsible for allotting the student time and a half to complete the exam. It is recommended that requests for extended testing time be provided by the Testing Center whenever possible. The Testing Center Staff will administer and proctor the exam(s) with extended and/or a less distracted testing environment. When necessary and in collaboration with the Disability Services Office, the Testing Center will provide reader and scribe services. Extended time is 1.5 times the normal time allowed for the exam. This is our standard. In some cases, with appropriate documentation identifying substantial limitations and on a case by case basis, the Disability Services Office may consider a maximum 2.0 times the normal time allowed for testing accommodation.

### Scheduling

Students will take exams in the Testing Center during normal business hours. Students are responsible for scheduling his/her special testing accommodation(s) with the Testing Center at least 48 hours in advance. Students are required to notify his/her professor prior to any test that the student will be taking it in the Testing Center. The Testing Center requests that students cancel within 24 hours if he/she is unable to keep the scheduled appointment time for his/her exam. If the student requires a reader, scribe, adaptive/assistive technology, or other; then the student is required to schedule for his/her exams with the Testing Center by appointment at least 5 days in advance. This is necessary to ensure that special testing accommodation(s) (reader, scribe, computer access, etc.) are properly arranged. During finals, students cannot be late for scheduled finals. Students will have to reschedule if he/she is late, meaning more than 15 minutes after scheduled appointment time.

Students are required to take the exams and quizzes on the campus that he/she is enrolled in the course. If student is taking an on-line class, then the campus will be determined by the student and faculty member teaching the course.

### Testing Procedures

Testing Center procedures will be followed while proctoring exams. No cell phones, texts, notes, backpacks, computers, etc. are allowed in the testing area. Strict adherence to Testing Center guidelines are to be followed. If unauthorized materials are found in the testing room, the materials will be confiscated, testing will cease, and the instructor will be notified. An incident report will be filed and submitted to the Dean of Student Guidance Office.