

## **STUDENT TEST ACCOMMODATION POLICIES & PROCEDURES**

Test Accommodations are provided to allow students with disabilities an equal opportunity to demonstrate their academic abilities. Students who wish to use testing accommodations must follow these policies and procedures:

- Students must be registered with the Access Center and be approved for testing accommodations.
- Meet with instructors to discuss what test accommodations have been approved. If you need to test at the Access Center, completely fill out the "Test Accommodations Form" (TAF) with each instructor, for each exam, and obtain the instructor's signature on the form. Directions for filling out the form are on the TAF.
- Contact the Access Center Disability Services Coordinator immediately for assistance if a difficulty arises when talking with your instructor (i.e., instructor is unable to complete the TAF, instructor questions the legitimacy of accommodation, or extended time presents a scheduling conflict).
- Submit the completed and signed TAF to the Access Center **five business days prior to each test date. Instructors are NOT responsible for returning the TAF.**
- The Access Center makes every effort to administer tests at the same time as the class is taking the test. Occasionally this is not possible due to limited space. In this situation, we will administer it as close as possible to the class time.
- Arrive at the Access Center on time for your test. Students who come late will have the "late time" subtracted from their allotted testing time.
- If the student does not come in for a scheduled exam, the exam will be returned to the professor. Any make-up exam, if allowed, must be authorized by the professor.
- If the student needs to change the date/time of an exam, that student must make arrangements with the professor. The Access Center will not change the time or date of scheduled exams without the written consent of the professor.
- Students are not permitted to study during scheduled test time.
- Because visits to the restrooms compromise exam security, they will be permitted only in emergency situations.
- Students are responsible for all personal exam materials, i.e. scantrons, calculators, etc.
- Leave all materials such as jackets, hats, book bags, and cell phones in the cubbies.

- No content assistance will be provided, nor are students allowed to use books, notes, etc. unless specified by the professor.
- Students are expected to abide by the Student Conduct Code: Academic honesty includes, but is not limited to: plagiarism, cheating, or fabrication. **Any student observed utilizing any unauthorized resource during an exam will be reported to the Student Judicial Officer and their instructor. All testing is monitored by closed-circuit television with recording capabilities.**

**Requesting Readers and/or Scribes for Exams**

If a student is authorized to use a reader and/or a scribe and would like to use this service(s) for tests, please indicate this in the Student Section of the TAF.

**Readers**

- Readers will only read what is on the printed page and **cannot** be asked to interpret, define, explain or reword questions, but may be asked to repeat/reread information.
- Readers need feedback from you to be effective. Let your reader know what reading tone, rate, etc. works best.

**Scribes**

- Scribes will write down verbatim what is dictated. The scribe is **not** responsible for organizing or paraphrasing the student’s thoughts into a final draft.
- Scribes are responsible for general spelling and punctuation.
- At any time, the student will have the opportunity to review what the scribe has written either by reading or having it read to them.
- If there are corrections, the student will direct the scribe to make them.

**I have read and understand the policies and procedures outlined above. I understand that failure to follow them could result in the suspension of testing accommodations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_