Student Testing Procedures
The Office for Disability Accommodations

- To ensure the most distraction-reduced environment possible, the staff asks for your cooperation in keeping your discussions with us quiet, brief, and goal-directed. Please enter and exit quietly.

- The testing area is video monitored. Proctors will monitor the test rooms.

- Be sure that all exams are scheduled 2 business days prior to a test date. If no exam is scheduled, the office may not have your exam. When you schedule an exam, you will receive an emailed notice of each test scheduled. Our standard hours of operation are M-F 8-5:00. No tests will begin later than 2:30.

- If a student has already scheduled an exam and the instructor changes the testing date or time, the student must notify the office.

- Please show up at the scheduled testing time. If you arrive late, time may be deducted from your total time; depending on how late you arrive, you may need to contact the instructor to see if you will be allowed to reschedule. You may not test on a different day than the instructor has indicated unless prior approval from your instructor has been documented. If you have conflicts with other courses because of the extended time for testing, consult with us and we will work with you and the instructor to schedule accordingly.

- Use the restroom before you start testing. You may be allowed one restroom break (at either 50 or 75 minutes) depending on the length of the class and the extended time. Documented exceptions are allowed.

- Students must store book bags and other belongings in the designated area while testing, unless the instructor has approved an exception via the Test Instructions form.

- All phones must be off or on silent and stored the student’s bag during testing. No exceptions.

- No other electronic devices are allowed. This includes, but is not limited to, all blue tooth devices, smart watches, any kind of fitness trackers, etc. These devices must be stored away during testing. (Medically prescribed devices will be allowed with appropriate documentation.)

- Only items authorized by the faculty can be used or accessed during testing. If you are found with any devices not authorized, your test will be stopped, and this will be reported to the faculty member. *

- If the course testing requires scantron sheets, you must provide those (even if your accommodation is to have assistance with filling in the scantron.) You are welcome to keep several scantrons on file. If you need scratch paper, we must provide it. If you need specialized paper, you can store some with us in your file for your use throughout the semester.

- Please bring necessary pens, pencils, calculators, blue books, etc. with you for testing.

- No food or drink is allowed unless part of an approved accommodation. No open containers of drink will be allowed.

- Personal care attendants who accompany a student may remain available to assist the student with personal needs as needed, but must act as a non-academic participant in the testing environment (may not provide academic assistance such as reading, writing, etc.)

- Ear buds are available to students while testing.

- Students are not guaranteed a room to themselves - it is dependent on the number of students testing that day.

*All incidents of academic misconduct will be reported to the instructor and in accord with university policy.