Based on the nature and extent of the impact of the documented disability, a student registered with Disability Services (DS) may be granted an adaptive testing accommodation. It is each student’s responsibility to meet with the DS Director early every semester to verify testing needs and arrangements in order to implement this accommodation. Individual testing accommodations may include appropriate extended time, quiet area, reduced distraction, and/or the use of a reader, a scribe, or adaptive devices such as audio recorders, computers, etc.

All students are expected to conform to the Student Disciplinary Code and Academic Honesty policy. These can be found in the current Student Handbook and Academic Catalog. Students are closely monitored during testing to ensure the Academic Honesty policy is being upheld. Though the Testing Center is monitored by cameras, Disability Services and Testing Center staff members reserve the right to enter the testing areas at their discretion to check suspicious behavior. Students are required to sign an Adaptive Testing Agreement and the Testing Center Rules and Code of Conduct every semester during their accommodations meeting.

PROcedures

The student must meet with a Disability Services staff member at the start of each term to request adaptive testing. A review each course is conducted to see if adaptive testing is appropriate.

Test Scheduling:
- The Testing Center administers exams according to prearranged instructions from the faculty member and the designated accommodations for each student. The faculty member, student and the Testing Center agree on specific date(s) and time(s) for each test to be administered.
- The student takes a Test Scheduling Form to the course faculty for each test.
- The student brings the completed Form to the Testing Center to schedule the test a minimum of 2 full business days in advance. Tests are scheduled only during normal business hours. Tests requests with less than 2 days’ notice will be accommodated to the best of our ability depending on space and exam availability.

Arriving Late:
- The Testing Center allows the student to complete the exam in the scheduled time remaining unless the instructor has indicated otherwise.

No-Show:
- If a student fails to show for a test, the faculty member will be notified of the student’s absence.

Rescheduling A Missed Test:
- It is the student’s responsibility to contact their faculty member and seek permission to reschedule the test.
- The Testing Center will reschedule the test only after the faculty member notifies us by email, phone, or new testing form.