



Accommodated Testing Procedures

Testing accommodations apply to any test/quiz intended to be completed in a single session. Examples include exams, midterms, quizzes, pop quizzes, and finals.

When you give an accommodation letter to an instructor, privately discuss with them who will be responsible for scheduling testing so that everyone is on the same page. Often, the student will think the instructor is going to schedule the testing while the instructor thinks the student will.

Instructors are welcome to provide accommodated testing for students themselves if they wish. If instructors do not wish to provide the accommodated testing themselves, the Testing Center and the SAS Coordinator are able to provide accommodated testing.

Students who **do not** have a test reader, scribe, or the use of Dragon NaturallySpeaking or Natural Reader as testing accommodations can take their exams in the **Testing Center**. Occasionally, the Testing Center will not be able to proctor for these students due to GED, HESI, or CNA testing. In this situation the SAS Coordinator can proctor. (The Counseling & Student Development office has an information sheet with all the GED, HESI, & CNA test dates for each academic year available)

Students who **have** a test reader, scribe, or the use of Dragon NaturallySpeaking or Natural Reader as testing accommodations will most likely need to test with the **SAS Coordinator**.

In order for exams/quizzes to be administered at the same time as they are given to the class, they need to be scheduled with the Testing Center or SAS coordinator at least **3 business days in advance**. Exams/quizzes may still be scheduled with less than 3 business days' notice, but scheduling will be subject to staff availability and may not take place at the same time as the in-class exam/quiz.

Exams/quizzes can be scheduled for the whole semester as soon as dates are known, if desired.

Exams/quizzes in courses beginning after 4:30 pm will have to be administered either earlier the same day or the day after if using the Testing Center or SAS Coordinator.

Extra time is calculated from the total amount of time given to students without accommodations to take the exam/quiz.

Students are only allowed materials needed for the exam. Extended time is calculated from the time the exam/quiz is scheduled to begin. This means students who are late are only allowed the time remaining to complete the exam/quiz. i.e. A student has 1.5x extra time on an hour long exam. It is scheduled for 2 pm. The student arrives at 2:10 pm. That student still only has until 3:30 pm to complete the exam.