

Academic Testing with Accommodations - Marshfield

Students with disabilities who have been granted accommodations in the administration of academic tests have several options for obtaining those accommodations. Faculty may choose to provide the test accommodations themselves within their academic department or utilize the Library or the ASC. The Disability Specialist can also assist with test administration. However, appointment time is limited.

- ✓ Students should register all tests they intend to take in the Library or the ASC as soon as possible (at the beginning of the semester if test dates are included on the course syllabus or as soon as the test is announced in class). Students requesting a test reader or scribe should check their test schedule as soon as possible with the Disability Specialist.
- ✓ Staff assisting with testing will do their best to schedule testing appointments for the same date and time the class is taking the test. However, this may not always be an option. In the event that this occurs, the Student should verify with the Instructor that this alternate test time/date and test site is acceptable or schedule a time to take the test with the Instructor.
- ✓ Students should pick up an *Exam Request Form* at the Library and deliver that request to the Instructor at least five (5) days in advance of the test. The Library is open 7:30am-7:30pm Monday-Thursday and 7:30am-4:00pm on Fridays.
- ✓ Instructor should fill out the *Exam Request Form* and send it along with the test and answer sheets to the test site (Library, ASC or Disability Services Office) at least five (5) days in advance of the test date in order to ensure that the student will receive the needed accommodation (i.e., test on tape). The *Exam Request Form* will identify the amount of time the remainder of the class is allowed to complete the exam and what is allowed and forbidden in the testing room (i.e., book, notes, etc.).
- ✓ Book bags, large purses, and other personal items will be deposited outside the testing site. Only materials approved by the Instructor will be allowed into the testing rooms. Cell-phones and other noise-making devices must be turned off when bags are checked.
- ✓ If the Instructor does not complete the *Exam Request Form*, staff assisting with testing will assume that nothing other than the test and a pencil is allowed in the room with the Student.
- ✓ Any Student that is observed using unauthorized materials during testing will be reported to the Instructor, who determines the appropriate course of action.
- ✓ Readers and Scribes scheduled to work with students on exams will function under strict guidelines and at no time provide assistance in answering a question or suggest concepts or phrasing to the Student.
- ✓ Students must arrive on time for their exams. Failure to schedule and/or keep appointments without canceling beforehand on three (3) occasions will prompt a referral to Disability Services.

By my signature, I affirm that I have read these policies, that I understand them, and that I agree to abide by the above policies when testing with accommodations.

Student Signature

Date