

Test Accommodation Policies and Procedures Form – MSTC Testing Center (715.422.5443)

Procedures for Scheduling Tests

Step 1: Student meets with Disability Services Staff to determine eligibility. A current *Disability Accommodation Form* must be on file in the Testing Center before tests can be scheduled.

Step 2: Student schedules tests as soon as dates/times are known. You must give five (5) business days notice; more if your test needs to be read. Failure to provide advance notice may jeopardize the ability to provide the accommodation.

Step 3: Student completes the student portion of the *Test Accommodation Request Form*, sets an appointment time, and provides the form and envelope to the instructor at least five (5) business days before test date; more if your test needs to be read.

Testing Policies

_____ It is your responsibility to remind your instructor to deliver the test materials to the Testing Center.

_____ The Testing Center will attempt to schedule your appointment for the same date and time the class is taking the test. In the event that we are not able to do so, you should verify with the instructor that the alternate time/date is acceptable.

_____ On the day of your test, you must arrive on time. You will be asked to sign in/out using your student ID.

_____ Arriving late will not extend the scheduled ending time for the test. If you arrive within fifteen (15) minutes of the scheduled appointment time, the time will be deducted from your overall testing time. Arriving more than fifteen (15) minutes late will require that you reschedule your test for the following business day. Late arrivals, no-shows, and repeated cancellations will be reported to the instructor and disability services staff and may result in loss of Testing Center privileges.

_____ Only materials approved by the instructor will be allowed in the testing room. No personal items, including food and drink, will be allowed. Cell phones and other electronic devices must be powered off and stored outside the room. Lockers will be available for temporary use on a first come, first served basis. The Testing Center is not responsible for lost or stolen items.

_____ Students will be subject to the Code of Conduct. Students observed using inappropriate behavior or unauthorized materials will be reported to the instructor and disability services staff. All academic program and classroom policies still apply.

_____ Once you start the exam, you must remain in the Testing Center. You cannot access your personal items during this time. If you leave the Center, you will have completed testing and must turn in your exam.

I have read and understand the testing policies and procedures and have been given the opportunity to ask questions.

Student Signature: _____

Date: _____

Disability Services Staff: _____

Date: _____

Testing Center Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
School Year:	8am-4pm	8am-4pm	8am-7pm	8am-4pm	8am-1pm
Summer:	7am-5pm	7am-5pm	8am-6pm	7am-5pm	Closed