

Alternative Testing Policy and Procedure

These policies and procedures are for all students who are registered with Disability Services and are eligible to receive alternative testing accommodations. Please note that test accommodations may be provided by the course instructor, his/her designee, or Disability Services (DS).

Once your accommodation letters have been emailed to your instructors, we encourage you to speak with them about your accommodations. It is your responsibility to remind your instructor of your intent to take a test in our office, and to schedule that appointment. Confirm with your instructor that she/he has completed the alternative testing agreement.

You are encouraged to meet with a Disability Services staff member to discuss any concerns you may have regarding test-taking accommodations at any time during the semester.

Scheduling a Test

1. Testing dates are usually provided on the course syllabus. DS strongly recommends that you schedule all testing appointments (including finals) at the beginning of the semester.
2. You are required to schedule your test at the same time your class is scheduled to take the test. For example, if the class meets on MWF from 8 – 8:50 am, then you will start the test at 8 am.
3. The only instances in which you may be allowed to take the test at another day or time are as follows:
 - a. The extended time you need for your test conflicts with another class, or
 - b. The class meets outside of DS operating hours, in which case we will need professor approval as to what day and time you are allowed to take the test.
4. Although your professor may send a test to us, it does not mean that you are planning to take the test in our office. You are still required to schedule the test with us. Any student who does not schedule their test with us will be referred to the instructor to take the test with the rest of the class or make other arrangements with the instructor.
5. Most tests must be scheduled with DS **at least 3 business days** prior to the test date. Finals must be scheduled with us **at least 5 business days** prior to the test date. Late request guidelines will apply to any test not scheduled during these timeframes.

6. If you are taking a test that requires the installation of special software on DS computers, please try to schedule these test **at least 7 business days** prior to the test date so DS has enough time to coordinate the installation with UCT.

Scheduling your Test through AIM

You must schedule your test through AIM using the following steps.

1. Log into your AIM account.
2. Go to the Alternative Testing tab under My Accommodations.
3. Select your class.
4. Submit "schedule your exam."
5. Choose the type of test/quiz.
6. Enter the date of the test/quiz.
7. Select the time you will be testing. Remember to schedule your test at the same time your class is scheduled to take the test unless a conflict prohibits you from doing so. DS will need written professor approval to approve such requests.
8. Select the services you are requesting for the test.
9. Include any additional notes you believe are necessary for DS to know.
10. Submit "Add Exam Request."

Late Requests

If you have submitted a late request for a test, then DS will do our best to accommodate you. However, we may not be able to guarantee that we can provide the accommodations due to the timing of the request and/or the availability of space and technology. In some instances, we may not be able to administer your test and you will have to take your test with the rest of the class.

Pop Quizzes

The instructor must email Disability Services in the event of a pop quiz as soon as it is planned. The instructor should deliver the quiz immediately to Disability Services for administration.

Online Tests

Unless you can show a legitimate reason as to why you are not able to take your tests online for an online course, and that reason is approved by Disability Services, you should plan to take your test for an

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online course somewhere other than the Disability Services office. The testing rooms are intended for use by students who have tests in face-to-face classes.

The Day of the Test

1. Please arrive on time and prepared because you will be expected to start at your scheduled time. You will not be given additional time to review materials.
2. You are responsible for supplying your own test materials (ex: pen, pencil, scantron, calculator, blue book, scrap paper, etc.) just as any other student would be expected to do.
3. When you arrive, you will be asked to place your belongings in a cabinet. All electronic devices should be turned to silent or completely off and also placed in the cabinet.
4. DS may ask you to present a valid photo ID (e.g., driver's license or student ID) when checking in to take a test.
5. Once your testing time begins, it will not be stopped unless there are extenuating circumstances that will need to be discussed with the DS staff. You should plan to complete your test during your approved testing time, which includes completing your scantron (if applicable).
6. DS will review with you the instructor's instructions before the test begins. DS will administer the test according to direction provided by the instructor and ensure that appropriate accommodations are provided.
 - a. Ask DS staff for clarification when you have questions about the instructions. DS staff will attempt to contact your professor to seek clarification.
 - b. If DS does not receive written instruction from the instructor approving the use of certain materials during a test, DS will assume the use of these materials is **not** permitted.
7. DS will not answer questions deemed related to course content.
8. You are not permitted to leave the DS testing area once you have begun your test. Exceptions are bathroom breaks and students with service animals that need to go outside. DS staff will accompany any student who has a service animal.
9. During busy testing days and finals, DS may not be able to accommodate all exams in our testing rooms and will use various locations across campus.

Items Not Allowed in the Testing Rooms

1. Notes/books not permitted by the instructor.

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2. Any communication devices including cell phones, PDA's, and Smart Watches.
3. Coats
4. Book bags
5. Purses
6. Head coverings such as hats or bandanas (unless for medical/religious reasons)

Late Arrival, No Show, Cancellation, and Rescheduling

Late Arrival

1. You are expected to arrive promptly to Disability Services at the time the test is scheduled.
2. If you arrive to your test late, you will not be allowed to make up the time that has elapsed. The time that you are allowed is based upon when you are to start the test, not when you arrive.
 - a. For example, if you have scheduled a 3 hour test (including any accommodated time) and you are 30 minutes late, you will be allowed to test for 2 hours and 30 minutes, not the full 3 hours.
3. If you are going to be late, please contact DS immediately to let us know.

No Shows

1. If you are unable to take your test for any reason, contact your instructor immediately.
2. If you do not show for a testing appointment, then the test will be returned the following day to the instructor with a note indicating you did not arrive and take the test.
3. Do not contact DS to arrange another testing time. You will have to first contact your instructor who will then decide if/when you can take the test at another time.
4. If you miss two scheduled testing appointments without notifying DS during any one semester, you must meet with the Director before you will be allowed to schedule any further tests with our office.

Cancellation

1. If for any reason you decide not to take your exam at Disability Services, you should cancel your test request in AIM.

Rescheduling

1. There is no guarantee that your instructor will permit you to reschedule your test.
2. If you need to reschedule your test for any reason, you are responsible for:

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- a. Speaking with your instructor before attempting to reschedule a test with DS.
 - b. Coordinating the make-up of any missed test with your instructor by obtaining an email that includes the permission to reschedule and the new approved date and time.
 - c. Scheduling the make-up test with Disability Services through AIM. Late request guidelines will apply.
3. Please note that we may not be able to guarantee that we can administer the test due to the timing of the request and/or the availability of space or technology.

Academic Integrity

Disability Services is committed to maintaining the highest academic integrity standards possible in our testing environment. To meet that goal, please note the following:

1. A staff member may come into the testing room at any time to perform a random integrity check.
2. Academic dishonesty consists of any action that subverts the stated test instructions to provide an advantage on exams or quizzes. Academic dishonesty can include:
 - a. Using electronic devices not explicitly allowed per test instructions,
 - b. Using unauthorized note cards, flashcards, books, or other materials, or
 - c. Using the computer's internet connection when not permitted.
3. For any and all incidents in which Disability Services suspects the academic integrity of the test has been compromised, we will take the following steps:
 - a. The exam will be stopped and DS staff will retrieve it and any additional materials from you.
 - b. DS staff will notify the instructor.
 - c. DS staff will write a short summary that describes the observed incident and document all of the items found in your possession.
 - d. This information will be turned over to your instructor and/or Dean of Students who will then determine any sanctions.
 - e. Before your next test with Disability Services, you will be required to meet with the director concerning the infraction.
4. If you have any questions regarding academic integrity, please ask Disability Services staff.

Code Green Announcements

In the event of an emergency situation and/or a Code Green alert, the DS staff will come into the testing rooms to notify students of the situation and give further instructions.

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