

Services for Students with Disabilities Test Administration Procedures

The following Test Administration Procedures must be followed by the student and employee to insure the security and validity of all tests administered by this department. Any deviation from these procedures must be reported immediately to the program Director.

- # All tests given by or proctored by Services for Students with Disabilities must be picked up and returned by an employee of this department. Individual instructors may also pick up and deliver exams if they choose to do so. Under no circumstances are students permitted to pick up or return exams unless accompanied by an authorized employee.
- # Whenever possible, tests should be picked up and returned on the same day they are to be taken. When test materials are located in any of the campus testing centers, the materials will not be picked up until after the student arrives to take the exam. Such tests must be completed by 4:30 and immediately returned to the testing center.
- # Students must schedule for all exams at least 24 hours in advance of the time requested to take the exam.
- # Unless specified in writing by the instructor, students are not permitted to have notes, books, calculators or other materials in the testing room while taking the exam.
- # Office personnel will periodically perform a sight check on students taking exams. This procedure is necessary to insure test security and to assure faculty that all tests are being administered in a fair manner.
- # Test Readers are to act only as "eyes" for the student and are not permitted to add or delete material to or from an exam (unless and obvious "typo" is identified). No information can be inferred through body language or voice inflection.
- # Students taking an exam are required to complete the exam in one sitting unless arrangements have been made before the exam is taken. No student will ever be allowed study time to prepare for a portion of an exam that the student has already seen or heard.
- # All test materials will be kept in a secure file cabinet in the testing coordinator's office. Only authorized personnel have access to the keys for this cabinet.
- # Cell phones, pagers, PDAs, and other devices of this nature are not permitted in the testing rooms.
- # Restroom breaks are highly discouraged except in those unique situations where required as per an authorized accommodation. Please use the restroom prior to beginning any test.
- # All tests administered by this department will be accompanied by a receipt. Student and course information will be documented on this receipt, plus the time and place that the exam will be picked up and dropped off. The receipt must be signed by the individual who receives the exam when it is delivered back to the department, instructor, or testing center.

Signature

Date