

Policy Type: Operational
Applies to: Students, Faculty

POLICY DATES

Issued: Pre-2018
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Reviewed: 1/2020

Testing accommodations are provided on a case by case basis for those students eligible for this service. Test accommodations are meant to level the playing field so students have an equal opportunity to demonstrate what they have learned. Test accommodations are not meant to give students an unfair advantage or special treatment; thus, we monitor this process closely. Student Accessibility Services (SAS) has limited staff and space, and there are certain times in the semester when tests are scheduled for the entire day; consequently, this policy is designed to help ensure that testing is conducted effectively and that SAS runs efficiently.

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Policy Details

I. **Policy Details**

A. **Scheduling Appointments**

SAS works on an appointment basis. The student is responsible for making his/her own appointment by contacting either the Secretary or the Director via the contact information below. Students may also come to the office in 88 HPCC to schedule exams.

Appointments should be made as far in advance as possible. We ask that you schedule an appointment 2-4 days in advance of the test. When making the appointment, the student will be asked to provide his/her name, the course name, the professor's name, and the time of the test. Most students are eligible for 1-1/2 to 2 times the test period and should plan their time so that they can start and finish the exam at one time. If the exam needs to be scheduled outside of the exam time, faculty will be asked to approve this.

Once an exam is scheduled in SAS, the student should notify his/her professor of the testing appointment to ensure that the test will be delivered to SAS before the scheduled appointment. This also reminds faculty that you are taking the test in SAS and not the classroom so you will not be marked absent.

The test must be scheduled within the SAS office hours and with enough time to allow for the full length of the test.

If the student cannot keep the appointment, the student must notify the faculty and SAS as soon as possible to either cancel the appointment or to reschedule. If the student does not show for their scheduled time and does not notify SAS, the blank exam will be returned to faculty.

B. **Ethics**

Students testing at SAS are expected to act in an ethical manner in accordance with the University Policy on Academic Honesty found in the Catalogue. A test will be immediately stopped if the student is caught cheating or suspected of cheating and the incident will be immediately reported to the faculty and Vice President of Academic Affairs.

C. **No Technology**

Student Test Accommodation Policy

ACA 7.0

Student Accessibility Services/Academic Affairs

Applies to: Students, Faculty

Students are not allowed to take cell phones, PDA's, electronic devices, calculators, notes, books, paper, etc. into the testing room unless specifically noted in the professor's instructions. Should such unauthorized items be discovered in the student's possession during testing they will be confiscated, and the student will be reported to the following:

The professor who provided the exam

The Vice President of Academic Affairs

The Vice President of Student Affairs / Dean of Students

In addition, limitations will be set on the student's subsequent testing appointments at SAS as well as additional monitoring.

PROCEDURE

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I. Procedures

The student should arrive at SAS on time and with all materials that will be needed to complete the test. The test will begin at its scheduled time. If the student arrives late for their scheduled test, the time is forfeited. (Example: If a student's test is scheduled for 3:00 PM and the student arrives at 3:15 PM, then the student will forfeit 15 minutes of testing time). Only if medically necessary will students be allowed to leave the testing area. Please plan restroom use and meals before and after your test.

Responsibilities

Position or Office	Responsibilities
Student Accessibility Services	Center where student will take the test and return test proctoring acknowledgement

Resources

Contacts

Subject	Office	Telephone	E-mail/URL
Student Accessibility Services	Student Accessibility Office	330-823-7288	studentaccessibility@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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