



Accommodated Testing Information for Students:

Student Responsibilities:

- Provide a copy of the Accommodation Letter to the professor of any course where Testing Accommodations will or may be requested
- Meet with professors who have been given the Accommodation Letter to decide how the Testing Center will be used (test-by-test decisions, all tests, or not utilized) for that course
- Use the self-scheduling system to make appointments for tests at least 5 calendar days prior to the date and time that the test will be given to the class
- Self-Schedule the appointment to take the test at the Testing Center as close to the same day and time as the rest of the class without interfering with attendance of another class
- If there will be a difference of more than 2 days between the appointment to test at the Testing Center and the day and time the class will test, communicate with the professor and Testing Services more than 5 days prior to the date and time that the class will be taking a test
- Comply with all Rowan University and Testing Center policies as they relate to attendance, testing, and academic honesty

Faculty Responsibilities:

- Assist Disability Resources, Testing Services, and Rowan University as we meet our legal obligation to accommodate students with disabilities in accordance with the Americans with Disabilities Act (ADA)
- Meet with students who present an Accommodation Letter to determine if they will decide on a test-by-test basis, a whole course basis, or opt not to use the Testing Center for tests and quizzes
- Provide the test by replying to the email request or hand deliver to the Testing Center no later than 12:00 PM (noon) the business day prior to the testing appointment
- Include information for proctoring the test: how much time the class is being given, what aids are allowed to be used, any special instructions that will be given to the class, and indicate which option you choose for the return of the completed test
- Communicate any questions or concerns regarding the Testing Accommodations for each student to testingservices@rowan.edu

Testing Center Responsibilities:

- Provide an appropriate and secure environment for testing
- Provide trained Proctors to administer tests as per instructions and in compliance with ADA requirements
- Provide secure storage of tests before and after administration, including the printed testing material provided by email
- Ensure the Testing Center policies regarding electronics, cell phones, etc. are enforced
- Report to the instructor any irregularities including but not limited to: suspected or observed academic dishonesty, interruptions to testing environment such as fire drills, student illness, or inappropriate behavior
- Review Accommodation Letters, calculate extended time as required, and supervise use of adaptive technology or additional aids as allowed by the student's Accommodation Letter
- Return testing materials to professor via the approved method requested by professor

I have an Accommodation Letter. What should I do now to use the Testing Center?

1. Provide each of your professors with a copy of your accommodation letter. Plan to have a conversation with them to let them know how you plan to use your accommodations. For example, "I plan to take my quizzes here with the rest of the class, but I will take my tests and the Final Exam in the Testing Center." This way the professor has an idea as to what to expect.
2. Schedule your appointments with the Testing Center. Use each of your course syllabi and make all of the appointments for the semester. While your testing dates may change if the professor makes changes throughout the semester, you will have the appointments, and then can email Testing Services to change them. Instructions for using the scheduling system are included below.
3. Update your planner or online calendar with the appointments for each test so you remember when they are scheduled.

How do I know what date and time to choose to schedule the appointment?

- You are expected to schedule your appointment to take a test or quiz at the Testing Center as close to the same day and time as the rest of the class is taking the test, without missing all or some of another class to do so. For example, if the class is scheduled to take a test at 2:00pm on Wednesday, your appointment should also be at 2:00pm on Wednesday. If you need a 2 hour appointment because of the time and a half accommodation you should plan to test from 2:00pm to 4:00pm. If this interferes with another class, you should choose the closest available day and time that allows you the 2 hour appointment. You should be taking the test the same day, the day before, or the day after the rest of the class. If this is not the case, communicate with the professor to explain why this is not possible. In the case above for example, you could start the test at 1:00pm to finish by 3:00pm so that you can arrive on time for your next class.

What are the Testing Center's Hours?

- Fall and Spring Semesters are 8:30 to 8:00 Monday through Thursday, and 8:30 to 4:30 on Friday. Summer hours vary. Testing begins ½ hour after opening and ends ½ hour prior to closing.
- The Testing Center closes according to the class and inclement weather schedule.

I have to schedule my test 5 days in advance, right?

- Yes! The 5 days are calendar days and are calculated from the day and time the test is scheduled to be taken by the rest of the class. The scheduling system will not permit you to schedule an appointment for Distraction Reduced- Extended Time Testing less than 120 hours (5 days) in advance. If you do not schedule the test more than 5 days in advance of the date and time the class is taking it, you are not entitled to use your accommodations. You are then expected to take the test with the rest of the class during the scheduled class period without accommodations.

What if the professor changes the date of the test after I have scheduled an appointment?

- That's no problem! Email us at testingservices@rowan.edu, copy the professor on the email, and let us know the day and time you'd need to take the test. We will work with you to reschedule your appointment.

What if I am sick or need to change the appointment for some other reason?

- Although we administer the tests here in the Testing Center, we are not able to give you permission to change your appointment. You should email your professor to get permission to change your appointment and then forward that email to the Testing Center at testingservices@rowan.edu with your request. Once we have permission from the professor, we will work with you to reschedule your appointment.

How do I make an appointment to take a test at the Testing Center?

You can do this by visiting <http://www.registerblast.com/rowan/Exam>.

- Step 1 Choose a group: dropdown menu select Extended-Time Distraction Reduced
- Step 2 Choose an exam: dropdown menu select the length of appointment you will need
 - Most 1.5 time appointments will be 2 hours of accommodated time
 - Most 2.0 time appointments will be 3 hours of accommodated time
- Step 3 Exam Description: review the description
- Step 4 Choose a Date: use the calendar to select the date of the appointment
- Step 5 Choose a Time: dropdown menu select the time offered that most closely matches the date and time that the rest of the class is testing that fits your schedule
- Step 6 Who is taking this exam? Complete the fields with your information
- Step 7 Exam guideline acknowledgement: read the items and check the box agreeing to follow the guidelines
- Step 8 Needed Information: complete the fields with the required information
- Select the Add To Cart icon
- Select the Complete Registration icon or +Add Another Exam (when all exams are added select the Complete Registration icon)
- Check your Rowan student email for a confirmation of your appointment. If you do not receive one within 15 minutes, send an email to testingservices@rowan.edu with the details of your request for assistance

What should I expect the day of my appointment?

- Arrive at the Testing Center on the 3rd Floor of Savitz Hall in the Academic Success Center 5-10 minutes before your appointment.
- Have your ID out and hand it to the Proctor when you enter the Testing Center.
- The Proctor will ask you to turn your phone off and put it away in your bag. The phone must be in a zippered pocket of a bag or one will be provided to you. You will not be allowed to access your phone during the test, including any breaks.
- The Proctor will direct you to a testing station and allow you to settle in and unpack your approved testing items such as pencils, calculators, or a laptop.
- When you are ready to begin, the Proctor will provide you with the testing materials and your time will begin.
- During your test if you need help, raise your hand and a Proctor will assist you. (Please remember that this is a Distraction Reduced Environment, so they will be whispering and ask that you do, too. If you need a break or to use the restroom, you will be allowed)
- When you are done, raise your hand and a Proctor will assist you. You may leave when you are finished testing. You do not have to remain until the end of your testing time.
- Proctors usually will let you know when you have about 10 minutes left, but that is not guaranteed, so be sure that you take note of the time.
- At the end of the time, the Proctor will collect your testing materials and we will return them to the instructor.