



## **Accommodated Testing Information for Instructors:**

### **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
- 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 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
- 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 use for this test, 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](mailto: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

## **What is the Testing Center Schedule?**

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

## **I just found out that a student wants to use the Testing Center but the test is in less than 5 days. What are my options?**

- It is entirely at your discretion whether to allow the student to take the test after the rest of the class. You can communicate that to the student and send the test when the request is made by Testing Services.
- If you choose not to allow the student to take the test after the rest of the class, you should inform the student that they did not provide you with 5 days' notice prior to the day and time of the scheduled test and they will test with the rest of the class, without accommodations.

## **Why would the appointment for the student to take the test be scheduled for a different day and time the rest of the class is taking the test?**

- If the day and time are similar (within a day or two) - The extended time may conflict with another class that the student takes. This is considered a reasonable difference in testing time.
- If the day and time are substantially different (more than 2 days after the rest of the class) – You should communicate with the student to find out why they are testing at a substantially different day and time.

## **What if I change the date of the test after the student has scheduled an appointment?**

- That's no problem! Email us with the new date and time of the test. We will work with the student to schedule a new appointment as close to that date and time as possible. The 5 day notice requirement is fulfilled, because the student already has an appointment.

## **What happens if I don't send the test to the Testing Center by 12:00 PM (noon) the business day prior to the date of the appointment?**

- If we don't receive a test prior to 12:00 PM (noon) the day before the appointment, the appointment will be cancelled and the student will have to make a new appointment.

## **What if the student is sick or needs to change the appointment for some other reason?**

- Although we administer the tests here in the Testing Center, we are not able to give students permission to change their appointments. We require that they email you to get permission to change their appointment and then forward that email to us with their reschedule request. We will then work with the student to reschedule the appointment.

## **Does the Testing Center administer make-up tests?**

- At this time we only offer make-up tests for students who are registered with Disability Resources who have testing accommodations. If a student has a temporary disability that would prevent completion of the test without accommodations, they should contact Disability Resources to apply for testing accommodations.

**If you have any question that is not answered here, please contact us at [testingservices@rowan.edu](mailto:testingservices@rowan.edu) so that we may be of assistance.**

## What information do I need to provide for the Testing Center to proctor a test?

- **Please tell us how much time the class is being allowed to complete the test.**
  - We will adjust the time given to the class to complete the test by the student's accommodated time.
  - If we do not receive instructions as to a testing time limit prior to the administration of the test, the student will be given their standard class period, modified by their accommodation for extended time.
  - Students occasionally request additional time beyond their accommodated time. If the Testing Center is not closing, the proctor will make a notation on the test as to the incomplete items at the end of the allocated time, and send an incident report with the completed testing materials detailing the amount of time used. It is up to the instructor as to whether or not to grade and give credit for the items completed after the accommodated time period is complete.
- **Please tell us what your students are allowed to use for this test.**
  - Please provide a list of aids such as periodic table, note cards, formula sheets, calculator, notes, or textbooks.
  - Students attempting to use materials not specified as allowable by the instructor or as an approved accommodation cause a disruption in the testing environment. The student will not automatically be permitted to use anything that is not specifically noted by you as an allowed aid for the entire class or by Disability Resources as an approved accommodation.
  - If the student states that they are able to use an aid that was not specified in the proctoring instructions or the student's Accommodation Letter, the proctor will explain to the student that it is not an approved aid and that use will be reported to the instructor. If appropriate, as with a note card or formula sheet, the aid will be collected with the test and returned to the instructor. The proctor will allow the student to decide if they want to continue using the aid, knowing that it will be reported to the instructor. It is at the instructor's discretion how to proceed if the aid was not, in fact allowed.
- **Please tell us any special instructions the class will receive.**
  - Please address written instructions to the student.
  - The student will be entering a quiet testing environment in which students may already be testing, so the proctor will not be able to deliver any verbal instructions to the student.
- **Please tell us how you want the completed test returned to you, from the available options.**
  - Tests administered in a Blue Book are not eligible to be scanned. If you prefer to have a test scanned and returned, we can supply lined paper at your request. All scanned tests are emailed to the instructor's Rowan University email account.
  - Testing Services recommends that instructors request a scanned copy of any test sent via interoffice mail or US Postal Mail.
  - Tests delivered by interoffice mail are sent to the building and department specified in the instructions, in envelopes that are sealed with a signature and date on the seal.
  - Tests delivered by US Postal Mail are sent to the address specified in the instructions, in envelopes that are sealed with a signature and date on the seal.
  - If no return preference is indicated, the test will be scanned and emailed to the instructor's Rowan University email. The original will be sent via interoffice mail to the building and department indicated in the email directory contact card.