

Accommodation Testing Student FAQ's

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. You can do this by visiting <http://www.registerblast.com/rowan/Exam>. 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 if the syllabus dates change. Our most successful students use this method because it guarantees that their professors will know that they plan on using the Testing Center.
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, then you should choose the closest available day and time that allows you the 2 hour window to test. You should be taking the test the same day or within a business day or two of the rest of the class. If this is not the case, you should communicate with the professor to explain why this is not possible. Often a test can be given earlier than the rest of the class. 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 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 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. It is your responsibility to schedule the test so that it is taken as closely as possible to the same day and time as the rest of the class, without interfering with attending another class. If you do not schedule the test more than 5 days in advance, you are not entitled to use your accommodations and you are expected to take the test with the rest of the class during the scheduled class period.

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.

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.
- Tell the receptionist that you are here for a test and they will direct you to the Testing Center.
- 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. 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, however you will not be permitted to access your bag, phone, or other electronics.)
- When you are done, you can raise your hand and a Proctor will assist you.
- 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.
- Gather your belongings and you may leave whenever you are ready.