



# WESTERN CONNECTICUT STATE UNIVERSITY

## AccessAbility Services Testing Accommodation Request Guideline & Procedure

### *General Guideline:*

Reasonable accommodations for testing are provided to students based upon the nature and degree of severity of the documented disability. AccessAbility Services (AAS) is the University agent authorized to determine appropriate academic accommodations. While the law requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed unreasonable or other alternative techniques are available.

A student's eligibility to receive testing accommodations is determined on a case-by-case basis. Students with documented disabilities who require accommodations must identify themselves to AAS and present appropriate documentation. Testing accommodations are determined based on information and documentation from the student which he or she provides to AAS. Students should discuss their need for testing accommodations with AAS within the first two weeks of each semester.

When deemed an appropriate accommodation, students are required to request testing accommodation letters each semester for courses in which testing accommodations are necessary. AAS will then generate an accommodation letter for the faculty member. Prior to each exam and/or quiz students are required to discuss with their faculty members how they will receive their extended time. Faculty members are encouraged to proctor tests through their departments whenever possible. When the faculty or department is unable to provide the approved testing accommodations, AAS provides proctoring assistance. AAS proctors tests during regular semester office hours, Monday through Friday, 8:00 a.m. – 4:15 p.m. Extended office hours are available during final exams. During intersession and summer, AAS proctors tests during regular office hours, Monday – Friday, 8:00 a.m. – 3:45 p.m. Seating for the exam room is limited and must be reserved in advance.

### *Procedure for Scheduling Testing to be Proctored by AAS:*

- ❖ New students must complete an **Accommodation Intake Form** and submit disability documentation indicating their need for testing accommodations.
- ❖ Once appropriate information is received, AAS will review the request and the student will be contacted through WCSU email with appropriate next steps.
- ❖ Once approved for testing accommodations, students must request testing accommodation letters each semester.
- ❖ Exams or quizzes that are to be proctored by AAS must be scheduled **at least one week in advance by the student** to ensure space is available. Failure to provide adequate notice may result in the accommodations not being provided.
- ❖ Students will need to fill out a **Test Scheduling Form** and provide it to AAS **one week before** a quiz or exam.
- ❖ A **Test Scheduling Form** submitted to AAS must include the following sections completely filled out; Student Information, Course Information, and Test Information. Failure of the student not to complete all sections fully may result in a delay of the exam being scheduled. Students will not be excused from attending and/or taking exams in class at the set date/time if the request to AAS is late. Students are expected to attend class and take the exam.
- ❖ **Test Scheduling Forms** cannot be process unless completely filled out as stated above.
- ❖ Students needing extended time must determine their start time to ensure that tests are completed prior to office closure.

- ❖ Students must take tests during the scheduled time of the course unless the instructor and Director of AAS approve an alternate time. Exceptions to this requirement may be made due to AAS' inability to have a scribe, reader, proctor or computer available at the requested time, or due to a student's academic schedule not permitting the full use of allotted extended time.
- ❖ Tests are to be taken in one sitting unless a professor has made prior arrangements with AAS to divide the test into sections.
- ❖ Students approved for additional test accommodations, such as scribes, readers, computers, and/or other assistive technology will need to request these accommodations when scheduling. If not requested in advance at the time of scheduling, these accommodations may not be provided.
- ❖ Test scheduling will be confirmed with professors through WCSU email. This will verify: allowed time for class, approved material, and arrangements for delivery and return of tests. Due to limited staffing, AAS is unable to pick up or return tests.

### ***Procedures for Taking Tests:***

- ❖ Prior to the start of a test, staff will remind students of the time they have been allotted based on their approved accommodations.
- ❖ Books, bags, cell phones, pagers, smartwatches and other personal belongings are not permitted in the testing room. AAS is not responsible for lost or stolen property.
- ❖ AAS must have permission from instructors authorizing the use of notes, books, calculators, etc. When authorization is not received, the AAS staff will attempt to contact the instructor for verification. If the instructor cannot be reached, use of these items will not be allowed and noted on the test.
- ❖ Once a test has started, a student will not be allowed to leave the exam room. In the case of an emergency, AAS staff will document why a student left an exam room, include stop and return times and monitor the student outside of the exam room (i.e. if going to bathroom, student will be accompanied by an AAS employee).
- ❖ Students using an AAS computer for tests will only be allowed to save test information on an AAS provided USB Flashdrive. Nothing may be saved to the actual computer. Students may not use their own personal laptop for a test without professor approval.
- ❖ For tests that are scheduled to be taken over two or more sittings, the student may only view the section of the test that is currently being proctored. Once completed, each section will be sealed and not accessible to the student again.
- ❖ Students who are more than 30 minutes late for the scheduled start time will not be allowed to take the test without approval of the instructor.
- ❖ Students who show up late, but before the 30 minute deadline, will be permitted to take their test, however, additional time will not be allowed. A student's allotted time starts at the time the exam was scheduled to begin.
- ❖ Once a student completes an exam, an electronic copy is held in the office for one semester and then shredded.

### ***Academic Integrity:***

AAS upholds WCSU's **Student Code of Conduct and Statement of Disciplinary Procedures**. Academic dishonesty of any kind will not be tolerated. In the event that a student is suspected of academic dishonesty, the following steps will be taken:

- ❖ The professor will be contacted and informed of the situation. The professor will have the ultimate decision of the appropriate course of action. AAS will follow the course of action determined by the professor.

Any questions regarding the testing accommodation request guideline and procedure should be directed to Elisabeth Morel, Director, at 203-837-8225 (voice), 203-837-3235 (TTY), or via e-mail at [morele@wcsu.edu](mailto:morele@wcsu.edu).