TESTING CENTER GUIDELINES FOR FACULTY
Rachel Thoson, Testing Coordinator   #7745   E-371

Who is eligible to use the Testing Center Services for Alternative testing?

This service is designed for students who have a disability, condition, or circumstance that prevents them from taking written tests with their class in the classroom. Students eligible to use the service include people with vision impairments, physical disabilities, learning disabilities; Deaf or hard of hearing; and those with traumatic brain injury, psychiatric/mental health conditions, or severe test anxiety. Students who use English as a second language (ESL) may also be eligible for testing services. The Disabilities Specialists and the ESL Specialists determine eligibility and appropriate accommodations or services.

Notifying instructors about accommodations or services: It is the student's responsibility to bring a copy of their **Authorization Form** to his or her instructor.

Scheduling tests: Students are encouraged to <u>schedule all of their tests at the beginning of each semester</u> by filling out the Student Test Scheduling Form and getting it to the Testing Center. All tests must be scheduled at least one week in advance.

Coordinating delivery of tests to the Testing Center:

- At the beginning of each semester, I will collect information regarding test dates, times, etc. from you. You may send me this info via email or fill out the **Test Information form** (full sheet).

- I will need a test up to three days in advance of the test date if it must be prepared in an alternate format (large print version, or on tape). Otherwise, 1 day in advance will suffice.

- When delivering the tests to me, please fill out a **Test Form** (half sheet) for each batch of tests and attach it to the tests.

- Make sure to include enough copies of the test (and scantrons, if using) for each student testing.

- To ensure test security, the Testing Center recommends that instructors deliver tests to the Testing Coordinator in person or drop them in the secured test box in the Faculty/Staff Mailroom.

Rescheduling tests: If a student misses a test for any reason, she or he must inform the instructor <u>and</u> Testing Coordinator. It is the instructor's prerogative to establish a new testing date. Please remember to inform the Testing Coordinator of any changes (i.e., a new test deadline or a different version of the test), working within time constraints of the Testing Center.