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, present appropriate documentation and engage in an accommodation intake meeting with an AAS Disability Service Provider.

When deemed an appropriate accommodation, students should coordinate their testing accommodations prior to each exam and/or quiz with their faculty members. 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 – Thursday, 9:00 a.m. – 3:45 p.m. Seating for the exam room is limited and must be reserved three business days in advance.

Procedure for Scheduling Testing to be Proctored by AAS:

- Exams or quizzes requiring proctoring through AAS must be scheduled by the student using the **Test Scheduling Form** in Accommodate **at least three business days in advance** to help ensure testing space and staff are available.
- Late submission of a Test Scheduling Form may delay AAS's ability to arrange proctoring. If this happens, students should promptly work with their faculty member to develop a plan for implementing their approved testing accommodations. If no alternative arrangement has been established, the student is expected to attend class and take the exam at the scheduled date and time. Students should not miss an exam without a confirmed plan.
- 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 proctor, scribe, reader, 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.

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- Test scheduling will be coordinated with professors through the WCSU Accommodate Portal. This will confirm: allowed time for class, approved material, and arrangements for delivery and return of 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, tablets, headphones, smartwatches, smart glasses, and other personal belongings are not permitted in the testing room. Students who require prescription eyewear must bring **non-smart glasses, smart glasses are not permitted.** 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 unless permitted by faculty member on proctoring sheet or is an approved accommodation. 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 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 without approval from the instructor. **A student's allotted time starts at the time the exam was scheduled to begin.**

Academic Integrity:

AAS upholds WCSU's **Student Code of Conduct and Statement of Disciplinary Procedures**. Academic dishonesty of any kind will not be tolerated. If a student is suspected of academic dishonesty during an exam, AAS Staff will take the following steps:

- The original exam will be collected immediately and photocopied.
- The original exam will be retained by AAS, and the student will be given the photocopied exam to continue and complete the examination.
- At the conclusion of the exam, AAS will provide the faculty member with both the original exam and the student's completed photocopied exam, along with objective documentation of the observations that prompted the concern.
- The faculty member will retain final authority for determining the appropriate course of action.

Any questions regarding the testing accommodation request guideline and procedure should be directed to Susan Kernochan, Assistant Director, at 203-837-8225 (voice) or via e-mail at kernochank@wcsu.edu.