



PROCTORED TESTING PROCEDURES

STUDENT RESPONSIBILITIES

*Effective Fall 2013
Updated 9/2013*

1. Student will provide to instructor(s) a Letter of Accommodation generated by Disability Support Services (DSS) stating university sanctioned testing accommodations.
2. Student will inform faculty members that accommodations are requested for each applicable examination.
3. Student will discuss with faculty whether the faculty member and/or academic department will provide the testing accommodations, or if accommodations and test proctoring will be provided by Testing Services.
4. Student and faculty will determine the date and time most appropriate for Testing Services proctored testing in advance of the regularly scheduled test date.
5. Students will be responsible for contacting Testing Services at least **one week prior** to their preferred testing date to schedule an appointment. Testing Services staff will work with students to find a time that meets Testing Services schedule, faculty needs, and student schedules. If students cannot give Testing Services one week notice, accommodations may not be available at Testing Services and will become the responsibility of the faculty member and/or academic department. Testing Services cannot guarantee the time chosen by the student and instructor will be available. If the chosen appointment time is not available, Testing Services will work to accommodate the student at another time. If no alternate time can be agreed upon between the student, Testing Services, and the instructor, then the test will be facilitated by the instructor or within the academic department.
6. Students will fill out a “Pink Slip” and give it to faculty upon confirmation of the testing appointment with Testing Services.
7. A student’s accommodated time for testing is fixed and begins at the time of their appointment. If a student arrives late for his or her scheduled appointment he or she forfeits that amount of time for their accommodation of extended time
8. Students will arrive 5 minutes before their scheduled testing appointment and will bring with them all required testing supplies, including: paper or BlueBook, writing implement, and/or calculator. Appointment times, once scheduled, are not flexible and students will not be allowed to begin testing before their schedule appointment time. Some professors may allow students to use text-books, notecards, and outlines on a test; these will be specified on the exam submitted by Faculty to Testing Services. Testing Services will provide appropriate ScanTron forms if required. Testing Services will not provide any supplementary testing materials or supplies; these are the student’s responsibilities.
9. Students who are “No Shows” for two Testing Services appointments will be prohibited from making a 3rd appointment until the student has met with the DSS Coordinator to explain the missed proctoring appointments and the DSS office has issued a release to Testing Services. Students who are prohibited from Testing Services proctored testing will need to make arrangements with their faculty members for internal testing accommodations.

I have read and agree to the responsibilities listed above concerning proctored testing with the Testing Services Center. I understand that I will not receive services from TSC until I have signed this form and submitted it to the Disability Support Services Office in MDH 131.

Student signature _____

Date _____

FACULTY RESPONSIBILITIES

1. Faculty will meet with student to discuss accommodation needs for all tests, quizzes, and exams.
2. Faculty will determine whether accommodated testing will be provided internally (within the department or by the Faculty member) or at Testing Services
3. If it is determined that Testing Services will provide test proctoring, faculty will receive the completed “Pink Slip” from the student. Faculty who wish to provide internal accommodations do not need to receive the "Pink Slip".
4. Faculty who wish Testing Services to administer accommodated testing will submit the "Pink Slip" along with the exam to Testing Services **no less than 2 business days prior to the exam appointment date**. Additionally, if Faculty members are not able to supply Testing Services with a copy of the exam 2 business days prior to the exam date, the student's appointment will be cancelled and accommodated testing will be provided internally by Faculty.
5. Exams which are not accompanied by a completed “Pink Slip” will not be administered by Testing Services and will be returned to the faculty member.
6. Faculty will be responsible for contacting Testing Services regarding any course specific specialized proctoring needs.
7. Faculty will denote on the “Pink Slip” their preferred method of receiving the completed exam. Upon completion of the test, Testing Services staff will retain the testing material in a secure location until faculty can pick up the test in person, within 48 hours of proctoring. Alternatively, Testing Services staff will be able to fax or scan and email a copy of the test to faculty at their UAH email account if they prefer electronic delivery. Testing Services will not email tests to any account other than a UAH email account.
8. Faculty may authorize an individual to pick up the exam on the “Pink Slip”, but this request must be in writing on the form and will not be authorized over the telephone.
9. Any test not picked up from Testing Services after 48 hours will be scanned and emailed to the faculty member and the original will be shredded.
10. Any testing given after regular business hours will be accommodated internally by the faculty member or her/his department. Testing Services schedules test proctoring between the hours of 8:30am-4:30pm, Monday-Friday.
11. Testing Services will not email or call to remind faculty of a scheduled exam. It is the student's responsibility to confirm with Testing Services if an exam has been received. If the exam is not yet received, the student will be responsible for reminding the instructor.