

ALTERNATIVE TESTING POLICY & GUIDELINES

Alternative Testing Services for Students with Approved Accommodations

The Office of Accessibility & Accommodations provides an alternative, private testing environment to eligible, registered students with approved testing accommodations. Testing within the TASC area provides a distraction-limited environment, as well as extended time and oral read exams.

Responsibilities of the Office of Accessibility & Accommodations

The Office of Accessibility & Accommodations will:

- Work with students and faculty to schedule exams
- Send confirmation of the scheduled exam date and time to students and faculty via email.
- Monitor exam administration.
- Maintain test security - all exams will be kept in a secure location until administration.
- Maintain academic honesty and integrity throughout each exam.
- Ensure all TASC exam policies and procedures, as well as faculty exam instructions, are followed.
- Return completed exams to faculty in accordance with faculty instructions.
- **Proctors will NOT rephrase, explain, or interpret exam directions or exam questions.**

Responsibilities of the Student

At the beginning of each semester, the student must contact the Office of Accessibility & Accommodations to update their accommodations and receive a letter of accommodations. Once they have received their letter, the student must meet with their instructors to discuss the details of their alternative testing accommodations.

Students with approved accommodations and interest in using testing within the TASC area must sign a Exam Administration Agreement at the beginning of each school year.

Students are responsible for notifying professors and the Office of Accessibility & Accommodations of their intention to use accommodations prior to each exam. **All scheduling requests must be made at least five (5) business days before the scheduled time of the exam.** (Saturday and Sunday are not business days). The student will notify the Coordinator for Accessibility if an exam is canceled, if they decide to take it in class, or if they drop the class.

Missed Exams

A student who is more than twenty (20) minutes late for their exam will be regarded as a “no show” and will be directed to consult with their instructor regarding the possibility of scheduling a makeup exam. If the instructor grants a makeup exam, the student is responsible for scheduling a new appointment with the Office of Accessibility & Accommodations.

Faculty Responsibilities

Faculty and students should discuss how best to facilitate testing accommodations. If the TASC is to be used for exam accommodations, faculty members and students should discuss this during their initial accommodations meeting. Faculty members are encouraged to make arrangements to administer quizzes and exams within the department/classroom whenever possible.

After being notified by the student of the request to use their exam accommodations, faculty members should provide the Office of Accessibility & Accommodations with the exam and all details necessary to administer the exam properly, including exam duration, materials allowed, method of return, and any other special instructions **no later than 24 hours prior to the beginning of the exam.**

Exam Delivery

An exam should be provided to the TASC at least 24 hours prior to the scheduled exam. Faculty may either email the exam to the Coordinator for Accessibility at accommodations@culver.edu or hand deliver it to the Student Success Center in Johann Library 304D. Faculty should also indicate how they would like the completed exam to be returned to them.

Exam Day Procedures

The Office of Accessibility & Accommodations will follow the following procedures on the date of the exam:

- All students using alternative testing locations are bound by Culver-Stockton College's Academic Honesty Policy.
- Upon arriving in TASC, students will check in with their proctor and sign the Testing Accommodation Form, indicating that they understand the testing time limits as determined by their instructors.
- Students must place their belongings in a secure location within the Student Success Center. They will not have access to their belongings during the exam.
- Phones and smartwatches must be removed and silenced.
- Calculators, books, and notebooks cannot be utilized without instructor approval.
- Proctors will **not** rephrase, explain, or interpret test questions.
- Students must be on time for their exam. A student who is late to an exam will have that amount of time subtracted from the total time allowed for the exam.
- A student who is more than 20 minutes late will be regarded as a "no show" and will need to consult with their instructor regarding the possibility of a makeup.
- Students should utilize the restroom prior to beginning the exam. Students will not be allowed to leave the testing area once the exam has begun except as required by an approved accommodation or in the case of emergency.
- Students will be monitored by proctors via camera. If a student is suspected of academic dishonesty, the proctor will stop the exam immediately and contact the instructor.