

## Student Accessibility Services Test Relocation Policy and Procedure

### General Policy:

Reasonable accommodations for testing are provided to students based upon the nature and degree of severity of the documented disability. Student Accessibility Services (SAS) 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 SAS and present appropriate documentation. Testing accommodations are determined based on information and documentation from the student which they provide to SAS. Students should discuss their need for testing accommodations with SAS within the first two weeks of each semester.

When deemed an appropriate accommodation, students are required to request their accommodation letters each semester for courses in which testing accommodations are necessary. SAS will then generate an accommodation letter for the faculty member.

SAS and this policy will use the word "test" to refer collectively to a quiz/exam/midterm/final. **Prior to each test, 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, SAS can administer the test. SAS administers tests during regular office hours, Monday through Friday, 9:00 a.m. – 5:00 p.m. Space in the exam rooms is limited and must be reserved in advance.

### Procedure for Scheduling Testing to be Administered by SAS:

- ❖ New students must submit disability documentation indicating their need for testing accommodations.
- ❖ Once appropriate information is received, SAS will review the request and the student will be contacted through Clark University email with appropriate next steps.
- ❖ Once approved for testing accommodations, students must request accommodation letters each semester for the classes in which they want their testing accommodations.

- ❖ At least a week before a test, the student should discuss with their faculty how should the student receive their extended time, through the department or through SAS.
- ❖ When students need to take a test with SAS, they will need to fill out a **Test Relocation Form** in order to request that SAS administer a test for them. **This should be done at least one week in advance to ensure space is available, at least two weeks for midterms or finals.** Failure to provide adequate notice may result in the accommodations not being provided.
  - Forms are only received on weekdays, so a request sent over a weekend is regarded as a request made on the following Monday. **As such, requests sent the day before a test, the weekday before a test, or over the weekend when the test is Monday may not be accepted**
- ❖ Students will not be excused from attending and/or taking tests in class if the request to take the test in SAS is late. If the request is late students are expected to take the test with the rest of their class.
- ❖ **Test Relocation Forms** cannot be processed unless completely filled out, follow the directions on the form carefully.
- ❖ Students needing extended time must determine their start time to ensure that tests are completed by 5:00 p.m.
- ❖ Students must take tests during times that overlap with the time the rest of their class is taking the test. Exceptions to the requirement may be made due to SAS's inability to have a 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. Students should discuss alternate times with their professors prior to filling out a test Relocation Form
  - Another exception is when the student is approved for flexible test time as an accommodation. In such a case, if the student's request to take an test at a different time is deemed reasonable and necessary by SAS professional staff, then professors will need to allow it. SAS staff will discuss with the student and professor about what time the test needs to be taken and take into account all presented concerns.
- ❖ Tests are to be taken in one sitting unless a professor has made prior arrangements with SAS 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 Clark University email. This will verify: allowed time for class, approved material, and arrangements for delivery.
- ❖ If after making a test relocation request the student wishes to change their test time, they **must** get permission from their professor to make the change. In addition, SAS must be able to see that the professor has given permission; no word of mouth from the student alone will be accepted. This can be one a couple of ways:
  - 1) The student can fill out a new Test Relocation Form complete with the new time. SAS will then contact the professor to confirm that the new time is approved.
  - 2) Copy SAS staff on an email thread where the professor gives permission for the change in time.
- If a student approved for flexible test time needs to change their already scheduled test time they should get in contact with their professor **and** SAS staff. If the request is reasonable then SAS staff can collaborate with the professor and student in choosing an alternate time.

## 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, smart phones, other similar electronics, other personal belongings not allowed during the test must be left behind in the SAS office prior to the student entering an SAS exam room. SAS is not responsible for lost or stolen property.
- ❖ SAS must have permission from instructors authorizing the use of notes, books, calculators, etc. When authorization is not received, the SAS 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 is only allowed to leave the test room if they need the restroom or need to speak with SAS staff in the SAS office. If the student goes elsewhere during the test during a non-emergency situation the test will be considered finished and collected by SAS staff.
- ❖ Students using an SAS computer for tests will only be allowed to save test information on an SAS 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 administered. Once completed, each section will be sealed and not accessible to the student again.
- ❖ If a student arrives to their test after the time chosen as the start time, then they will be considered late. SAS reserves the right to penalize students who are late by not adding the amount of time they were late by to their end time. Faculty late policy will take preference when SAS applies such a decision.

## Academic Integrity:

SAS upholds Clark University's Academic Integrity policy. Academic dishonesty of any kind will not be tolerated. In the event that a student is suspected of academic dishonesty, the test will be collected and considered finished. The professor will then be contacted and informed of the situation. The professor will have the ultimate decision of the appropriate course of action regarding that particular exam. SAS will follow the course of action determined by the professor.

Some examples of when SAS could enact this policy are:

- A student is found to be using a prohibited item/device during a test
- A student is found to be communicating with anyone other than the professor or SAS staff during the test
- A student is found overtly cheating

**If SAS finds a student being academically dishonest and/or College Board finds a student to be in violation of academic integrity for testing, SAS will place students taking exams in alternative seating, like right outside the office. SAS will still deliver a student's accommodations while enacting this part of the policy.**

Any questions regarding the Test Relocation Policy and Procedure should be directed to Adam Kosakowski, Director, at 508-798-4368 (voice), or via e-mail at [akosakowski@clarku.edu](mailto:akosakowski@clarku.edu).

Adapted from: Western Connecticut State University AccessAbility Services