

# Test Administration Procedures

## Summary

Columbus State University and the Center for Accommodation and Access (CAA) accommodates students with disabilities when taking exams and quizzes.

## Purpose

This document outlines the steps to take exams and quizzes in the Center for Accommodation and Access.

## Procedures

### *Exam Accommodations*

The Columbus State University Center for Accommodation and Access (CAA) is committed to maintaining the highest academic integrity standards possible in the CAA exam environment. In order to meet this goal, CAA utilizes a video monitoring system to proctor exams.

***Any student observed utilizing any unauthorized resource during an exam will not be allowed to complete the exam and will be reported to their instructor.***

Exam accommodations may include but are not limited to the following:

- Distraction-reduced testing area
- Extended time for exams
- Assistive technology
- Braille
- CCTV
- Large print
- Computer

Students authorized for exam accommodations have three exam options:

1. Take exams with the class, without accommodations.
2. Take exams with appropriate accommodations arranged by the instructor.
3. Take exams at CAA.

### *Procedures for exams at CAA*

- Students should schedule exams 3 business days before the exam in order to take exams for your class in our office. Student will want to work out ALL of the details when scheduling exams with the Center for Accommodation and Access Testing Coordinator.
  - Student may schedule all exams at the beginning of the semester or at least **three business days** in advance of the exam.
  - This is to ensure that CAA has the appropriate tests and also has sufficient time to prepare accommodations (braille, enlargement, etc.).

- This also gives the Office of Disability Service time to acquire the exam from the professor.
- If student is only taking finals with the CAA, student should schedule exams by the 12th week of the semester.

Faculty instructions regarding the exam will be reviewed with you before the exam begins. *You will be held responsible for following these instructions at all times.*

The following items are not allowed in the exam room:

- Notes/books not permitted by professor/instructor
- Any communication devices including cell phones and iPads
- Coats
- Book bags
- Purses
- Hats/Ball caps

Students are not permitted to choose exam room. CAA cannot guarantee a specific test environment.

Students are not permitted to leave the CAA testing area once they have begun the exam.

Students are responsible for your personal exam materials. If a student forgets personal exam materials (e.g. blue/green book or calculator) and leaves to retrieve it, when student returns only the time remaining of the overall allotted time may be given.

If student is unclear about the exam instructions or conditions, stop the exam and seek assistance from an CAA staff member. The CAA staff member will attempt to contact the professor, or provide a form to complete explaining the problem or question which will then be returned with the exam.

All CAA students must be prepared to show picture ID to CAA exam staff when checking in to take an exam. CSU-IDs and driver's licenses are acceptable.

Scrap paper, if allowed by the instructor, will be provided by CAA. Any unauthorized notes used during the exam will be copied and returned with the exam to the instructor.

A staff member may come into the exam room at any time to perform a random integrity check.

### ***Pop Quizzes***

The instructor should call CAA and arrange for the administration of pop quizzes and enclose instructions for administering the quiz (e.g., time allotment and authorized materials).

### ***Software/Online Test Accommodations***

Your instructor should indicate the type and version of software needed for exams and the dates the software will be used when CAA contacts the professor about the exam.

Notify CAA if your exam will require the use of images via a website or CD. Please inform your instructor that we can provide you with this option. CAA will contact the professor for information.

### **Lateness and Illness**

- You are expected to be at Center for Accommodation and Access (CAA) at the time the class meets. If due to illness or other and/or approved by your instructor.
- If you arrive late for your exam, you must take the remaining time or reschedule your exam with your instructor (CAA will not reschedule an exam without notification from the instructor).
- There is no guarantee that the instructor will permit a makeup exam.
- This policy also applies if you are late due to illness.
- If you are unable to take an exam due to illness or emergency, contact your teacher/instructor immediately.
- You are responsible for coordinating the makeup of any missed exam or quiz with your instructor and CAA. CAA will need direct contact from the professor to confirm the makeup exam or quiz.

### **No Show**

- If you fail to show up for a scheduled exam, CAA will contact you by e-mail within 24 hours. Your instructor will also receive a copy of the e-mail.
- You will be responsible for making contact with CAA to ensure that future exams for that class are scheduled.

### **Canceling an Exam**

- If for any reason you have decided not to take your exam at CAA after scheduling it, you are responsible for notifying our office so that we can have the space for other students. This includes withdrawing from a course.
- You are responsible for ensuring that your travel plans do not interfere with your final exam schedule.

### **Final Exams**

- Due to space constraints, your final exam may be scheduled for another time, as indicated by your instructor to CAA.
- Be sure to check in with the CAA scheduling desk prior to the last week of the semester to find out when your exams are scheduled.
- It is recommended that you request a print out of your final exam schedule. You can do this by contacting the CAA Testing Coordinator.

### **Rescheduling an Exam or Quiz**

1. Notify your professor by email and copy CAA to the email.
2. The Instructor informs CAA of the rescheduled exam per his/her policy for makeup exams.
3. If approved contact CAA as soon as possible for rescheduling.
4. CAA will accept authorization from the instructor via e-mail, as long as the e-mail includes the necessary information in order to administer the exam.

The student is encouraged to discuss testing accommodations with the professor at the beginning of each semester.

Professors are notified that a student is allowed testing accommodations as noted in the "Letter of Accommodations". The "Letter of Accommodations" are given to all students who should receive accommodations. The student is responsible for giving each professor an "Letter of Accommodations" and discussing with the professor the accommodations needed.

To ensure test/exam integrity, the Center for Accommodation and Access will confer with the professor regarding the delivery/return of the exam, and any special instructions as to the administration of the exam.

If there is a change in exam dates or cancellation, the student must notify the Center for Accommodation and Access. The student is responsible for rescheduling the test with the professor.

The tests are returned to the professor or department (if designated by the professor) the same day as the exam or at least 24 hours after the exam.

## **Related USG Policy**

4.1.5 Students with Disabilities

## **Last Update**

5/25/17

## **Responsible Authority**

Director of the Center for Accommodation and Access