

## **Disability Services Testing Center Policies and Procedures**

The Disability Services Testing Center (DSTC) is a courtesy service with limited space and availability. The DSTC is only available for students with testing accommodations. It is video monitored through a closed-circuit security system or an in-person proctor. Disability Services' (DS) laptops are monitored in real-time via NetSupport Software.

Instructors are responsible for implementing approved classroom and test accommodations. If an instructor is unable to provide approved accommodations for a test, instructors and students may submit a Test Proctoring Form for the student to access the DSTC.

### **Scheduling a Test with DSTC**

- Students must complete a Test Proctoring Form for any test/quiz they will take in the Disability Services Testing Center (DSTC).
- Students are responsible for working with instructors to complete the Test Proctoring Form and submit it to the DSTC at least 48 business hours before the test/quiz date.
  - A test/quiz may need to be rescheduled if a Test Proctoring Form is received less than 48 business hours in advance, depending on availability.
  - For tests at the Sci-Tech or Mason Square campus, Test Proctoring Forms must be received no less than one (1) week in advance.
- If an instructor issues pop quizzes in class, the instructor should contact the DSTC at least 24 business hours in advance of the quiz. DSTC staff will work with the student and instructor to accommodate pop quizzes on a case-by-case basis.
- The DSTC is unable to grant same-day requests for tests/quizzes.
- If a student requests to take a test at a different time/day than what is noted on the completed Test Proctoring Form, DSTC staff will need direct communication (e.g., email, phone) from the instructor of the new approved date/time of the test. It is the student's responsibility to coordinate the test reschedule.
- Students should notify the DSTC if they will no longer need to take a test in the testing center after submitting a completed Test Proctoring Form.
- Students should contact their instructor and the DSTC immediately if they are unable to take a test due to illness or an emergency. Students are responsible for coordinating makeup and rescheduled tests at the instructor's discretion.

### **Taking a Test with DSTC**

#### ***Testing Materials***

- Use of materials or resources not listed on the Test Proctoring Form (e.g., Internet, text messaging, note card) is strictly prohibited. Any actual or suspected incident/evidence of improper test-taking or Honor Code violation will be documented by DSTC staff or proctor. These will be reported to the Office of Academic Integrity and the instructor.
- Refer to the completed Test Proctoring Form for test material delivery/return options (e.g., email, student-delivered, professor pick-up).
- For student-delivered exams, the DSTC recommends that instructors provide the test in a sealed envelope.

- Students are encouraged to remind instructors about test delivery options as the testing date approaches.
- The DSTC assumes responsibility for the security of the test once it is delivered.
- Tests that need to be converted for accessibility (e.g., large print, braille, scanned into a computer) must be received by the DSTC one week before the test.

### ***Check-in Process***

- Students must show a photo ID (e.g., Mason ID Card, Driver's License) when checking in to the DSTC.
- Students are encouraged to arrive at the Disability Services Testing Center 10-15 minutes before the test starts to complete the check-in process. Students will need to put all non-test-related materials in the designated area of the testing center (e.g., phone, textbooks, smartwatch).
  - All electronic devices must be turned off and put away during tests. If a student is using noise-canceling headphones, they must not have Bluetooth capabilities or be plugged into any devices.
- Students are responsible for providing their testing materials (e.g., scratch paper). If a student forgets any personal test materials (e.g., calculator, bluebook, Scantron), they will be allowed to leave and retrieve any materials before starting the test. The start time as indicated on the Test Proctoring Form will not change. Upon return, students will have the remainder of the allotted time to take their test. All papers/materials used during the test will be collected along with the test.
- If a student is more than fifteen (15) minutes late for a test, the test is considered a 'no show.' If the student arrives after fifteen minutes, it is the student's responsibility to contact the instructor about options to reschedule and to ensure that the DSTC is provided with updated information for a reschedule.
- During high-volume testing times (e.g., midterms, final exams), the check-in and check-out process may be delayed. Students who arrive on time for their test will be reimbursed for testing time lost due to check-in delays.

### ***Taking a Test***

- DSTC staff will determine a testing space for each student within the Testing Center once check-in is completed.
- Approved accommodations through Disability Services specified on the Academic Accommodation Letters for the current semester will be granted during the test.
- Students who have breaks during testing should note the DSTC hours to access them appropriately. Students must stay on the same floor as the testing center (SUB 1, third floor) during breaks.

I have read and agree to comply with all Disability Services Testing Center Policies and Procedures.

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Name (Print)

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Signature

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Date