

## Testing Center Agreement

The Office of Accessibility Services (OAS) administers exams to students with disabilities who require certain accommodations that include extended time for tests, a distraction-free environment, and/or specific software. The implementation of these accommodations are subject to the following guidelines.

### Student responsibilities

1. Students must have a conversation with their instructors at the beginning of the semester to notify them of their eligibility for any accommodation; at this and/or prior to this meeting, they should present the letter provided to them in their Accommodate portal which outlines the accommodations for which they are eligible.
2. **Students** must provide at least seven (7) days-notice of an upcoming exam by logging into Accommodate ([Smcm-accommodate.symplcity.com](http://Smcm-accommodate.symplcity.com)) and submitting their request via the "Testing Room" button on the left side.
  - a. To submit the request, the following information is needed: the day and time of the exam, contact information for the instructor, the time allotted for the quiz/test/exam, what accommodations they're asking to use while testing.
  - b. Requests submitted Monday through 5 pm on Thursday, will receive confirmation within 24 hours. Requests submitted Friday - Sunday will receive confirmation the following Monday. If you do not receive confirmation on time, please call 240-895-4388.
  - c. If a student requests exam/quiz space at OAS on the day of the exam, OAS may not be able to honor the accommodation request.
3. Students must obtain permission from the instructor for any changes in date and/or time of the exam. Changes must be directly related to scheduling conflicts or a disability related incident. Feeling unprepared for an exam/quiz is not a reasonable excuse to reschedule an exam. **OAS does not honor any changes without direct notification/permission from the instructor.**
4. No jackets, books, notes, cell phones, Apple watches, Fitbit, etc., or personal belongings are allowed in the testing room. If testing is on a computer, it is provided by the Office of Accessibility Services. If a calculator is an approved accommodation, OAS will provide the calculator unless the instructor has directly notified OAS staff members otherwise.
5. Under no circumstances is the student allowed to leave the testing room without notifying an OS3 staff member.
6. If the student is running late, the student needs to notify OAS as soon as possible. Late arrivals may be considered "no shows" and be ineligible to test at the scheduled time (just as may be the case in the traditional classroom). Instructors will be contacted on how to address late arrivals.

## Instructor responsibilities

- Once the student request has been made via the Accommodate software and approved, an email message is sent to instructors. In this message, they have a link for uploading the requested quiz/exam materials.
- To the extent possible, exam/quiz materials should be uploaded to Accommodate no less than 24 hours prior to the requested exam for office preparation. If the instructor cannot send the exam in that time frame, the exam should be walked to the office. As a very last resort, the exam may be emailed to [adasupport@smcm.edu](mailto:adasupport@smcm.edu) **AND** [trajeha@smcm.edu](mailto:trajeha@smcm.edu).
- If the instructor does NOT provide the exam/quiz materials in time for the scheduled exam slot, OAS will work with the instructor and student to find an alternate time as quickly as possible. The student will not be penalized for this disruption to their testing experience.
- If the student is completing a quiz, and the instructor intends to resume instruction after the quiz, there should be some agreement about how to address the student's later arrival back in class and/or the material that is covered while the student is still testing. It may be necessary for the student to start the quiz before the start time for the class in order to have sufficient time to take the quiz and return to class in time for the instruction.

## General information

- The testing space is monitored by staff in OS3.
- Testing administration hours are Monday-Friday between 8 AM - 4:30 PM unless other arrangements are requested no less than 72 hours in advance. *This includes exams scheduled for 6 PM courses during the semester.*
- During peak time periods of exams (midterms, finals), the center may adjust its hours to support the various student requests.

Extended time is defined as follows:

<b>% extra time listed in accommodation letter</b>	<b>What this means for implementation</b>	<b>70-minute class test</b>	<b>110-minute class test</b>	<b>FINAL EXAM (135 minutes)</b>
50%	Time and a half	105 minutes	165 minutes	202.5 minutes
75%	Time and $\frac{3}{4}$	123 minutes	193 minutes	237 minutes
100%	Double time	140 minutes	220 minutes	270 minutes
150%	Triple time	175 minutes	275 minutes	337.5 minutes
200%	Quadruple time	210 minutes	330 minutes	405 minutes

**All academic integrity violations will be reported to the Instructor.**

## Testing Center Agreement Acknowledgement

In signing my name below, I, \_\_\_\_\_ (print legibly student's name), agree to abide by all of the above-mentioned student responsibilities for testing in the Office of Accessibility Services.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Semester

\_\_\_\_\_  
ID Number