

## 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 3 days' notice of an upcoming exam by logging into [Accommodate](#) 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 240-895-2250.
  - c. **If a student requests exam/quiz space at OAS less than 3 days in advance, OAS may not be able to honor the accommodation request.**
3. Students must obtain permission in writing from the instructor for any changes in date and/or time of the exam. Changes must be directly related to class scheduling conflicts or a disability related incident. Feeling unprepared for an exam/quiz, work, or an athletic event 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 OAS 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. The exam time starts at the time scheduled within Accommodate. Running late will impact your extended time.
7. **Behavioral expectations in the classroom remain the same within the testing center.** This looks like: Being quiet and respectful of others that may be testing.

## General information

- The testing space is monitored by staff in OAS.
- Testing administration hours are Monday-Friday between 8 AM - 4:30 PM unless other arrangements are requested at least 3 days 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</b>    | <b>50-minute class test</b>           | <b>70-minute class test</b>           | <b>75-minute class test</b>           | <b>110-minute class test</b>          | <b>FINAL EXAM (135 minutes)</b>         |
|------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|
| 25%<br>Time and 1/4    | 63 minutes<br>1 hour and 3 minutes    | 88 minutes<br>1 hour and 28 minutes   | 94 minutes<br>1 hour and 34 minutes   | 138 minutes<br>2 hours and 18 minutes | 169 minutes<br>2 hours and 49 minutes   |
| 50%<br>Time and a half | 75 minutes<br>1 hour and 15 minutes   | 105 minutes<br>1 hour and 45 minutes  | 110 minutes<br>1 hour and 50 minutes  | 165 minutes<br>2 hours and 45 minutes | 202.5 minutes<br>3 hours and 23 minutes |
| 75%<br>Time and 3/4    | 87.5 minutes<br>1 hour and 28 minutes | 123 minutes<br>2 hours and 3 minutes  | 128 minutes<br>2 hours and 8 minutes  | 193 minutes<br>3 hours and 13 minutes | 237 minutes<br>3 hours 55 minutes       |
| 100%<br>Double Time    | 100 minutes<br>1 hour and 40 minutes  | 135 minutes<br>2 hours and 20 minutes | 140 minutes<br>2 hours and 25 minutes | 220 minutes<br>3 hours and 40 minutes | 270 minutes<br>4 hours and 30 minutes   |

**All suspected academic integrity violations will be reported to the instructor.**

## Testing Center Agreement Acknowledgement

In signing my name below, I, \_\_\_\_\_ (print 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