

## **MRCTC Testing Policy**

The Student Services Department has recently been reviewing our policies and procedures, and I would like to take this time to post the Office of Disability Services/Learning Center Testing Policy. At this time, administration feels it is necessary to outline our policies for clarification. If you have any questions concerning the policy, please feel free to contact me at any time.

### **Procedures for testing:**

If a student requests testing accommodations, that student must provide the Office of Disability Services with documentation of his/her disability. The documented disability must also support the need for individualized testing accommodations.

The student is then advised that an Accommodations Notice will be sent out to inform the instructor of the accommodations, not the disability. The student is also encouraged to communicate with his or her instructor about the accommodations needed for success and how his or her disability affects learning.

Then an Accommodations Notice is sent out to the instructor with the identified accommodations necessary for student success. The accommodations may include, but are not limited to testing accommodations. A student who is eligible for testing accommodations can choose not to access this service for all courses.

If a student requests testing accommodations, but does not have a documented disability, he or she may speak with his or her instructor to inquire if testing services may be done in the Learning Center with the Office of Disability Services.

Testing services may be allowed if the student's request is approved by the instructor. The testing service may also be denied if at the discretion of the faculty member

If testing services are approved by faculty, the student must follow the Office of Disability Services testing procedures.

The student will notify the Office of Disability Services at least three days prior to testing to ensure a time slot for testing services can be arranged.

A one-page request will be sent from the Office of Disability Services stating the student's name, date, prescribed time arrangement, and a checklist for faculty to return with the test to identify what can or cannot be used along with the test.

The instructor must deliver the test, along with the one-page request to the Office of Disability Services before the test date (the test may also be dropped off in Lindsay Grott's mailbox, e-mailed or other arrangements can be set up).

If an instructor wants the Learning Center Director to proctor a make-up exam for one of their students, they must contact Lindsay Grott to arrange an appointment.

No students may be allowed to test in the Learning Center unless a Testing Notification has been sent to the instructor by student request, or if an instructor has arranged a testing appointment with the Learning Center Director.

If a student arrives in the Learning Center on the day of the test or with a test, the test **will not** be proctored in the Learning Center and the student must return to the classroom.

Students are responsible for personal exam materials.

Testing services are proctored at all times by the Disability Services/Learning Center Staff.

Any suspected evidence of cheating will be documented and reported to the appropriate faculty member. Tests will be taken from the student and returned to the faculty member.

If a student fails to show up for a scheduled exam, the Office of Disability Services/Learning Center will return the test to the instructor.

The student will be responsible for making contact with the instructor to make up any missed exams.