Testing Accommodations

Examples of Testing Accommodations

- **Extended time** - The specific amount of extended time depends on the impact of the disability and is determined by the student’s Disability Specialist.
- **Distraction reduced space** - Small, quiet rooms are available for testing; we are unable to guarantee isolated space.
- **Test proctors (reader and/or scribe)** - Readers may read and repeat test questions verbatim for student. Scribes write down answers to test questions verbatim as dictated by student.
- **Use of technology on tests** - Includes computers, CCTV, adaptive software, etc. depending on a student’s disability-related needs. Students are not permitted to use their own personal devices when testing.

Possible Testing Locations

1. Take tests with the class without utilizing accommodations.
2. Take tests with appropriate accommodations by working with instructors to agree on time/place.
3. Take tests at **Counseling & Testing Center-Testing**, (330) 972-7084, in Simmons Hall 304, if that is what is decided between the student and his/her Disability Specialist. This is a certified testing site through the National College Testing Association.
4. Take tests at **Office of Accessibility**, (330) 972-7928 in Simmons Hall 105, if that is what is decided between the student and his/her Disability Specialist.
5. Take tests at **Computer Based Assessment & Evaluation**, (330) 972-6511, in Schrank Hall North 153, if that is the requirement of the course.
6. Take tests online with appropriate accommodations, if that is the requirement of the course. The student should work directly with his/her instructor to request testing accommodations.

Guidelines for Utilizing Testing Accommodations

**Scheduling Exams**

- Students need to inform their instructors **in advance** for each test they will be using their testing accommodations.
- Students who wish to utilize testing accommodations must request tests through **STARS**; [https://york.accessiblelearning.com/Akron](https://york.accessiblelearning.com/Akron) Alternative Testing tab.
- Test requests must be made **at least four business days** prior to the testing to allow for coordination of services.
- Once an exam request is submitted in STARS, the instructor will receive an automated email that includes the date and time of the test, along with the accommodations the student is requesting. The email will request for the instructor to send a copy of the test, along with a proctor sheet to the appropriate testing location.
- If a student requests a test less than **four business days before the test**, we will attempt to fulfill the request based on availability. If there is no availability, students are to contact their instructor and discuss possible testing options. Students can discuss with their instructor a different test date through the office or make testing arrangements with the instructor directly.
- It may be the student’s responsibility to obtain the test from the instructor if the appropriate testing center has not received the exam in time. If this is the case, the student will be provided with a tamper-proof sealable envelope.
• If a test date changes or a student needs to cancel an exam, **students must modify their exam request through STARS.** Changes in test date must be approved by instructor.
• When scheduling classes, be sure to leave enough time between classes to allow for extended testing time.

**Testing in the Office of Accessibility**

• Please arrive **on time** for all scheduled tests.
• If you arrive late for a scheduled test at either location, **you may be asked to reschedule, contact your instructor, and/or have to forfeit your full extended time.** Your late attendance will be noted.
• Please bring your Zip Card to all testing appointments.
• Before beginning an exam, students must put their personal belongings in the provided cabinet and cell phones should be deposited in the bin located at the front desk.
• Only materials authorized on the instructors proctor sheet are permitted in the testing room.
• All testing rooms are monitored by a video surveillance system and any suspected misconduct will be reported to the student’s instructor and the Office of Student Conduct and Community Standards.
• When testing, a student may receive a warning when their testing time is coming to an end.
• **Increased Volume Times (Midterm and Finals Weeks) –** Throughout midterm and finals weeks, we receive increased test requests. During these times it is strongly advised to make a test request weeks in advance due to limited availability. We will honor and schedule requests by the date of the request.

**Testing in the Counseling & Testing Center - Testing**

• Please arrive **on time** for all scheduled tests.
• If you arrive late for a scheduled test at either location, **you may be asked to reschedule, contact your instructor, and/or have to forfeit your full extended time.** Your late attendance will be noted.
• Please bring your Zip Card to all testing appointments. Examinees are required to provide photo identification and to sign-in before their exam.
• All tests are administered according to instructions provided on the proctor sheet and administration procedures will not be altered without instructor permission.
• All personal belongings are kept in a locked cabinet until the exam is returned to testing staff. Examinees are not permitted access to personal belongings during exams and may only take into the testing room materials indicated by the instructor on the proctor sheet.
• All testing rooms are monitored by a video surveillance system and any suspected misconduct will be reported to the student’s instructor and the Office of Student Conduct and Community Standards.

**Computer Based Assessment and Evaluation**

Students taking exams at Computer Based Assessment and Evaluation (CBA&E) must confirm with the instructor at the beginning of the semester that they will be using their exam accommodations. Students will need to provide CBA&E with a copy of their accommodation letter. Accommodation letters may be printed from your STARS account.

Students who wish to utilize testing accommodations need to:
1. Call CBA&E at 330-972-6511 x3 to reserve the distraction-reduced testing room in Schrank Hall North 152.
2. **If a reader or scribe is required,** request testing accommodations in STARS **AND** notify CBA&E that you will have a reader or scribe present. You must select the time extension (OA) when you submit the request. **Please make a note that the exam will take place in CBA&E in the Additional Comments section** of the Alternative Testing request form. You will meet your reader/scribe in Schrank Hall North room 153; from there you will be escorted to your testing space.