

Testing Center - Frequently Asked Questions for Faculty

Who is eligible to take exams in the Testing Center?

The Testing Center provides a distraction limited testing environment (DLE) for students with testing accommodations approved by the Director of Accommodative Services.

I have a student who is not approved for a distraction limited environment, but does receive extended time on exams. Can I schedule his exam in the Testing Center?

If a faculty member is unable to administer an exam to a student with approved testing accommodations due to scheduling or space constraints, the Testing Center will accommodate such student, if feasible.

How should I go about discussing testing accommodations with my student?

You and your student should discuss the student's testing accommodations and how best to implement them. If you have concerns about the approved testing accommodations, please contact the Testing Center Coordinator. Next, if your student is approved for a distraction limited testing environment, determine whether he or she will use the Testing Center or if you will be able to provide the accommodations in another setting (i.e., your office, conference room). Faculty are welcome to handle accommodations outside of the Testing Center if they have the space and resources. Consider the following when making this decision:

- What is the student's preferred testing environment?
- Do you answer questions or give further instructions during the test?
- Are you able to provide accommodations in the classroom or in another suitable setting?
- Is this exam being given during Testing Center operating hours?

Who is responsible for scheduling an exam in the Testing Center, my student or me?

Either way will work. The scheduling process is something that you should discuss. Students have been directed to speak with their professors at the beginning of the term, as well as prior to each exam, about how best to facilitate testing accommodations. Part of these discussions should include who will reach out to the Testing Center to start the scheduling process. Some faculty prefer to make the arrangements directly (by filling out the Testing Center Scheduling Form). Others prefer that the student initiate the scheduling process by emailing testingcenter@union.edu with a scheduling request.

In either case, faculty will need to fill out the Testing Center Scheduling Form to provide exam administration instructions to the Testing Center.

Why can't the Testing Center administer quizzes?

Faculty members are strongly encouraged to make arrangements to administer quizzes and pop quizzes within the department/classroom whenever possible. The short duration of these assessments results in frequent student traffic in and out of the Testing Center, which can be disruptive.

Are the exams proctored?

Yes, all exams are proctored by Testing Center staff. Exams will be administered in accordance with your instructions and Testing Center policies.

Why do I have to fill out a Testing Center Scheduling form?

Faculty members must fill out a Testing Center Scheduling Form for students who request to take an exam in the Testing Center. This Google form creates a record of the request in the Testing Center system, provides information essential to administer the specific exam, and provides the College with valuable statistical data. Following your form submission, you and your student will receive a confirmation email.

When do I have to submit the form?

A request to schedule a student in the Testing Center should be submitted at least two (2) business days in advance of the exam.

Can I just send a student to the Testing Center to take her exam?

No. The Testing Center does not operate on a walk in basis. You must fill out the Testing Center Scheduling Form to reserve a spot. If you encounter a last minute problem that prevents you from administering an exam to a student with testing accommodations, please contact the Testing Center to see if arrangements can be made.

Where can I find the Testing Center Scheduling Form?

The scheduling form can be found on the [Accommodative Services homepage](#) and/or the [Testing Center Quick Links](#). Alternatively, you can email testingcenter@union.edu, and we can send you a link to the scheduling form.

How do I deliver my exam to the Testing Center?

When you fill out the scheduling form, you will indicate how you plan to deliver the exam to the Testing Center. Faculty may either email the exam to the Testing Center at

testingcenter@union.edu, hand deliver the exam to the Testing Center (Schaffer Library, Room 222), or allow the student to bring the exam with him or her in a sealed envelope to the Testing Center. Although the Testing Center will accept exams in most formats, PDFs are the most reliable way to ensure that formatting, spacing, page breaks and symbols will print correctly. An exam should be delivered to the Testing Center at **least 24 hours prior** to the scheduled exam.

How will I get the completed exam?

When filling out the scheduling form, faculty will indicate how they would like a completed exam returned - student return in a sealed/signed envelope, scan and email (not available during finals), or faculty member pick up from the Testing Center (Schaffer Library, Room 222).

Why do I have to provide my phone number on the scheduling form?

Students have been made aware that they might not have access to faculty if they take their exams in the Testing Center. Faculty and students should discuss the availability issue. Regardless, we ask that faculty provide to the Testing Center a phone number where they can be reached during an exam in case the Testing Center staff needs to contact them, or in case a student has questions or seeks clarification (if that is the arrangement). If faculty have arranged to be available, Testing Center staff will contact the faculty member on behalf of the student. Such communication will be monitored by the Testing Center staff. The Testing Center will not give out faculty phone numbers.

Please note: Time spent reaching out to and communication with a faculty member will NOT result in adjustment of the predetermined end time of the exam, unless expressly communicated to the Testing Center staff by the faculty member.