

Testing Center - Frequently Asked Questions for Students

How do I request testing accommodations?

At the beginning or just prior to the beginning of each term, eligible students must request their testing accommodations, as well as any other accommodations, through the online AIM portal. If the accommodation request is approved, accommodation letters will be sent to each of the student's professors for that term, notifying them of the student's approved accommodations.

What if I don't want my professor to know that I receive testing accommodations because I don't plan on using them for the class?

Accommodative Services must provide a letter to your professor in order for him or her to provide you with your approved accommodations. In order to receive accommodations, each term you should request that accommodation letters go out to your professors. Faculty and Accommodative Services keep this information confidential. If you have any concerns, feel free to call or schedule an appointment with the Director of Accommodative Services.

What should I do if I add or drop a class after the term has started?

If you make changes to your class schedule after the start of the term, please contact Accommodative Services so that we can notify the appropriate faculty.

I am approved for testing accommodations. How does the process work?

At the beginning of each new term, you should meet with your professor to discuss your approved accommodations, especially any alternative testing arrangements like a distraction limited environment and extended time. Bring a copy of your class schedule so that you and your professor can avoid scheduling conflicts when scheduling exams with your extended time, if applicable. Ask your professors for a list of exam dates if not already provided in the syllabus. You are responsible for reminding your professors of the testing accommodation arrangement prior to each exam.

I am approved for a distraction limited testing environment. Where can I take my exam?

If you are approved for a distraction limited testing environment, the Testing Center is a location option for you. You should discuss with your professor where you would like to take your exams. Keep in mind that in some instances, your professor might be able to administer your exam in a distraction limited space within the department. In other instances, a class might only have a small number of students, making for an optimal testing environment. If time or space constraints prevent your professor from administering your exam in a distraction limited environment, the Testing Center in Schaffer Library, Room 222 can administer your exam.

Will I be able to ask my professor questions if I take my exam in the Testing Center?

Not necessarily. It is possible that you might not have access to your professor if you take your exam in the Testing Center. You should ask your professor if he or she will be available to take questions, should they arise, via telephone or email, during your exam.

Please note: If your professor does take questions during your exam, you should know that time spent contacting and communicating with your professor will NOT result in adjustment of the predetermined end time of the exam, unless expressly communicated to the Testing Center by your professor.

Should I or my professor contact the Testing Center to start the exam scheduling process?

Either way will work. Students and professors should discuss who will reach out to the Testing Center to start the scheduling process. Regardless of who initiates the scheduling request, your professor will fill out a Testing Center Scheduling Form to provide necessary exam instructions.

What do I do if my professor is scheduling my exam in the Testing Center?

Once you and your professor determine when you will take your exam, your professor will fill out a Testing Center Scheduling Form. You will receive a confirmation email from the Testing Center once the Testing Center receives the form submission.

My professor told me to schedule my exam in the Testing Center. How do I contact the Testing Center to start the exam scheduling process?

A student who wishes to start the exam scheduling process should email testingcenter@union.edu. The email should note the class name, professor, and desired date and time of the upcoming exam. Testing Center scheduling requests should be made **at least two (2) business days before the scheduled time of the exam.** (Saturday and Sunday are not business days.)

Students should notify the Testing Center if an exam is canceled, if they decide to take the exam in class, or if they drop the class.

How will I know if my Testing Center request has been approved?

Once your scheduling request is received, the Testing Center will contact your professor to get approval, as well as exam administration instructions, via a faculty Testing Center Scheduling Form. After we hear back from your professor, you will receive a Testing Center confirmation email, noting the date and time of your scheduled exam, and allowed materials, if any. Your professor will be carbon copied on the confirmation email.

The extended time I receive for my exam causes a conflict with my class schedule. Can I schedule an exam in the Testing Center for a different date/time?

If you need to take an exam at a date or time different from the scheduled class exam, you must get explicit permission to do so from your professor before scheduling in the Testing Center. Do not schedule an exam in the Testing Center if it would cause you to miss another class. The Testing Center will work with you and your professor to make arrangements to avoid a conflict.

I need to reschedule my exam in the Testing Center. What should I do?

If you need to reschedule an exam, you should always contact your professor first to get permission to do so. The Testing Center does not have the authority to reschedule your exam without your

professor's explicit permission. To notify the Testing Center that you need to reschedule an exam, email testingcenter@union.edu.

What do I do if I miss my scheduled exam in the Testing Center?

Your professor will be notified via email if you miss your scheduled exam. You will need to speak with your professor about the possibility of making up the exam.

What if I am late to my scheduled exam in the Testing Center (more than 20 minutes)?

A student who is more than 20 minutes late to his or her exam will be regarded as a "no-show" and will be directed to seek permission from his or her professor regarding the possibility of scheduling a makeup. If a makeup exam is allowed, the student or faculty member will need to make a new Testing Center request. The student can expect to receive a new confirmation email from the Testing Center once the request has been approved by the faculty member.

What if I am a few minutes late to my scheduled exam in the Testing Center (less than 20 minutes)?

Students must be on time for their exams. A student who is late to an exam (less than 20 minutes) will have that amount of time subtracted from the total time allowed for the exam.

What is the Testing Center Exam Administration Agreement?

Each academic year, students are required to review and sign the **Testing Center Exam Administration Agreement**. The Testing Center Exam Administration Agreement sets forth rules that must be followed for a student to use the Testing Center.