

Union College
Testing Center Policies and Guidelines
Alternative Testing Services for Students with Approved Accommodations

Accommodative Services provides an alternative testing service to eligible, registered students with approved testing accommodations. The Testing Center offers a distraction-limited environment, as well as extended time (typically 1.5x, and occasionally 2x, regular exam length), for written exams for students who receive testing accommodations. Word processing-only (non-Internet enabled) laptops for exams can also be provided to eligible students.

The Testing Center is located in Old Chapel, Room 312 and is open Monday through Friday from 8:30 am to 4 pm. There are 16 available testing slots. Space is available on a first-reserved, first-served basis. If the Testing Center is booked, the Testing Coordinator will work with students and faculty to try to make other arrangements.

Testing Center Responsibilities

The Testing Center will:

- work with students and faculty to schedule exams
- send confirmation of the scheduled exam date, time, location, and duration to students and faculty via email
- monitor exam administration
- maintain test security -- all exams will be locked in a safe location until administration
- ensure that Testing Center exam policies and procedures, as well as faculty exam instructions, are followed
- email faculty when student has completed exam
- return completed exams to faculty in accordance with faculty instructions
- **Testing Center staff will NOT rephrase, explain or interpret exam directions or exam questions**

Student Responsibilities

During the first week of class for each term, students must request testing accommodation services, as well as any other accommodation services, through the online ACCOMMODATE system. If the testing accommodation request is approved, students must meet with their professors to discuss the details of their alternative testing

arrangements. Students should ask their professors for a list of exam dates if not already provided in the syllabus.

Eligible students who are interested in using the Testing Center must sign a Testing Center Exam Administration Agreement at the beginning of the school year.

Students are responsible for reminding their professors of the testing accommodation arrangement prior to each exam. Students and professors should decide who will reach out to the Testing Center Coordinator to start the exam scheduling process. Regardless of who initiates the scheduling request, they should discuss the date and time of the upcoming exam, and the time allowed, as this information will be needed when requesting an exam booking. Additionally, students should clarify if their professor will be available to take questions via telephone, should they arise, during the exam. It is possible that students might not have access to faculty if they take their exams in the Testing Center.

All scheduling requests must be made by or on behalf of eligible students **at least two (2) business days before the scheduled time of the exam.** (Saturday and Sunday are not business days.) Faculty will fill out the Testing Center Scheduling Form to provide exam administration instructions to the Testing Center. The Testing Center will email confirmation to student(s) and the faculty member once the instructions are received in the Testing Center Scheduling Form. Students should notify the Testing Center Coordinator directly if an exam is canceled, if they decide to take the exam in class, or if they drop the class.

Missed Exams

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 consult with 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 confirmation email from the Testing Center once the request has been reviewed by the faculty member and approved by the Testing Coordinator.

Faculty Responsibilities

Faculty and students should discuss how best to facilitate testing accommodations. The Testing Center is available for students with approved testing accommodations. If the Testing Center is to be used for exam accommodations, faculty members and

students should discuss this arrangement at the beginning of the term, as well as prior to each exam. Faculty members are strongly encouraged to make arrangements to administer quizzes and pop quizzes within the department/classroom whenever possible.

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 and provides information essential to administer the specific exam. The Testing Center Scheduling Form can be found on the Accommodative Services webpage or can be emailed to faculty upon request. Faculty should provide details necessary to administer the exam properly, including the date and time, exam duration, method of delivery, materials allowed, method of return, and any other special instructions.

Exam Delivery -- Faculty must indicate how an exam will be delivered to the Testing Center. An exam should be delivered to the Testing Center at **least 24 hours prior** to the scheduled exam. Faculty may either email the exam to the Testing Center at testingcenter@union.edu, hand deliver the exam to the Testing Center (Old Chapel, Room 312), or allow the student to bring the exam with him or her 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. Faculty must also indicate how they would like a completed exam returned - student return in a sealed/signed envelope, scan and email, or faculty member pick up the exam from the Testing Center (Old Chapel, Room 312).

Exam Question Clarification -- 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 need to reach out, 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 Testing Center staff. **Time spent reaching out to and communicating 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.**

Testing Center Exam Day Procedures

- All students using the Testing Center are bound by the Union College Honor Code.
- Upon arriving at the Testing Center to take an exam, students will sign in, indicating that they understand the testing time limits as determined by their professors.
- Students must place their belongings away from their seats. They will not have access to their belongings during the exam.
- Phones and smartwatches must be removed and silenced.
- Calculators, books and notebooks cannot be utilized without the express permission of the course professor.
- Eating is **NOT** allowed during an exam except as required by an approved accommodation, or on a case-by-case basis where eating will not interfere with the testing process or cause a distraction to other students.
- Testing Center staff will NOT rephrase, explain or interpret test questions.
- If a student has questions regarding the exam, Testing Center staff will attempt to reach the faculty member by telephone on behalf of the student and then put the student on the phone. Testing Center staff will monitor the call. Time spent reaching out and speaking 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.
- Students will get a courtesy reminder when 30 minutes and 5 minutes are remaining.
- Students must be on time for their exams. A student who is late to an exam will have that amount of time subtracted from the total time allowed for the exam.
- A student who is more than 20 minutes late will be regarded as a “no-show” and will need to consult with his or her professor regarding the possibility of a makeup.
 - Breaks
 - Students should use the restroom before an exam begins if necessary. They will be reminded that restroom breaks are not

permitted except as required by an approved accommodation or in case of emergency.

- The time allowed for an exam does not stop running for students who choose to take breaks (not as part of an approved accommodation, but as a matter of personal choice) during an exam.
- Students with scheduled breaks as an accommodation will receive “stop the clock” breaks so that their exam time is not impacted by a scheduled break. Students may not leave the Testing Center during their breaks unless otherwise arranged.
- Students will not have access to their belongings during breaks.