

Alternative Testing Policy Center for Disability Resources

The Center for Disability Resources (CDR) provides reduced distraction space for students with disabilities to take exams. We proctor exams for students with disabilities who have an approved alternative testing accommodation for the current term.

Make-up exams are not permitted without prior approval from CDR. It is the student's responsibility to schedule their exam/quizzes for the semester online through AIM, Disability Resource's confidential database. The student will need to schedule the exam/quiz at the same time it is scheduled for in class if possible. To take the exam/quiz at a different time the student must receive permission from both Julie Lucking, and the professor.

Testing Center Hours: Monday-Thursday: 8:00am-4:00pm Friday: 8:00am-3:30pm	Contact information: Disabilityresources@macalester.edu Dstesting@macalester.edu 651-696-6748
Location: Kagin Commons, lower level	

Policy for Students to schedule an exam:

The Center for Disability Resource office provides accommodations for testing, which is to be made on a case by case basis. Accommodations provided, pending approval from a professional staff, may include but are not limited to:

- Limited distraction testing environment: a testing environment that provides reasonable limited stimuli for students; it is not guaranteed that a student will be placed in a single room environment. At times of high capacity the CDR will utilize campus facilities outside of the CDR's space.
- Additional time: typically defined by either 1.5X or 2.0X and is determined through the interactive process.
- Computer: the use of a computer for examinations, used specifically due to a barrier typically related to writing.
- Scribe: an individual who writes exams for a student due to physical barriers.

Students need to schedule exams in a timely manner, due to the office's need to gather materials, prep and arrange resources across campus. The below shows the required lead time:

- Exam/quiz: schedule five work days (or more) prior to the exam or quiz date.
- Final Exam: Scheduled ten work days (or more) prior to the final exam date

The student will need approval by Julie Lucking, to schedule an exam less and 5 days in advance.

Notes of significance:

- While the Center for Disability Resources will make every effort, we cannot guarantee testing accommodations fewer than 5 days prior to the exam.

- The Center for Disability Resources cannot proctor exams without the professor completing the Testing Agreement.
- It is the student's responsibility to communicate changes to their scheduled exam(s) within a 48 business hour time frame from their exam, with the exception of extenuating circumstances, to allow professional staff enough time to attempt to support necessary changes.
- If a student is late to their scheduled exam time, the Center for Disability Resources will attempt to accommodate the student's needs. However, in cases where there is limited space we may not be able to accommodate the student's request.
- If a student fails to come into office by the end of their allotted testing time, they will be marked as a "no show" within AIM. This will notify both the student and instructor that the exam was not completed in the Center for Disability Resources office.
- During designated final testing dates the Center for Disability Resources does not permit make-up exams or quizzes without prior approval from Julie Lucking, or CDR staff. Student's are responsible for scheduling any make-up exams that require testing accommodations, prior to scheduled final dates.
- The Center for Disability Resources may occasionally close for weather, or other needs. It is expected that during those times the students work with their faculty to schedule their exams in a flexible manner.

Student responsibilities:

- Schedule exams through AIM
 - [Here you will find a link to the database as well as a step by step guide](#)
- Exams should be scheduled **at least 5 days prior** to the scheduled time. **Final exams should be scheduled 10 days in advance.**
- Any exam changes should be requested within 48 hours of their exam to allow staff adequate time to process the request, with the exception of extenuating circumstances.
- If a student is in need of a scribe, you must email the CDR office 5 days prior to the exam in order to coordinate services.
- Inform your faculty member of your plans to take the exam with the Center for Disability Resources, including date/time of the exam appointment.
- Students are expected to test at the same time as their class when possible. If there is a conflict due to another class, students should speak with their professor and the Center for Disability Resources ahead of time to make the appropriate arrangements.
- Adhere to the expectations around clothing and items allowed in the exam rooms. Students are required to lock up their belongings in the lockers provided in the CDR space.
 - Water bottles and small snacks are permitted within the testing rooms.
 1. Cold foods are allowed.
 2. Any items are at liberty to be checked prior to entering the testing space.
 - Cell phones, bags, smart watches, bluetooth headphones, hats, bulky clothing (e.g., jackets, sweatshirts) or scarves are not permitted.
 - Headdresses and hijabs are permitted.
 - Each testing room is equipped with scratch paper, ear plugs, candy, and fidgets to support a comfortable testing environment. Noise canceling headphones are available upon request.

- Students should plan to arrive and check-in at the Center for Disability Resources their scheduled testing time 5-10 minutes prior to their scheduled exam time.
- If a student fails to come into office by the end of their allotted testing time, they will be marked as a “no show” within AIM. This will notify both the student and instructor that the exam was not completed in the CDR office.
- Communicate with faculty and the Center for Disability Resources as needed for coordination.
- Student should be on time for their scheduled exam. If the student comes in late that time will be deducted from their allotted time (i.e. if student comes in 30 minutes late, the exam will still end at the original end time and therefore 30 minutes will be deducted from the total exam time).
- Students should email both the Center for Disability Resources and their professor if they are sick and in need of missing their scheduled exam. If accepted by the instructor, the student will coordinate a make-up exam appointment with the CDR office.

Faculty responsibilities:

Students with testing accommodations have the right to choose which quizzes and exams they use accommodations for. For this reason, faculty should follow their student's lead when preparing to either proctor exams in the classroom or provide exams to the Testing Center. We recognize in some cases, due to class or faculty schedules, extended time may not be logistically possible in the classroom—in which case students may schedule the quiz or exam with the Center for the Center for Disability Resources. .

- Complete the Alternative Testing Agreement located in AIM.
 - Please utilize this [Resource Guide](#) and email the CDR office if you have any questions.
 - If the Alternative Testing Agreement is not filled out the following process will occur: (1) a Center for Disability Resources staff member will email you with the student cc to prompt the completion of the testing agreement, if there is no communication back (2) the Director of Disability Resources will do a second outreach, if there is no communication to the second outreach (3) the Director of Disability Resources will notify the chair of applicable department.
 - **The Center for Disability Resources is not able to proctor exams without a completed Alternative Testing Agreement** and the student will be turned away if necessary information is not provided.
- Once your student has scheduled an exam, you will receive an automated email with various links. If your exam is a physical exam, you will need to upload exam materials to a link provided at the bottom of this automated email.
 - Exams need to be uploaded or given to the Center for Disability Resources 24 hours prior to the exam date; 48 hours for final exams.
- Faculty are expected to proctor their own exams for students who have extended testing time, without minimal distraction as available based on the faculty’s schedule. Faculty will coordinate with their students if this is not possible due to scheduling (i.e. teaching classes back to back).

- Provide a PDF or word version of physical exams if your student has a read speaker accommodation.
- Faculty will be available for communication needs, as reasonable.
- Access for all students, including students with disabilities, is the responsibility of the College at Large. If faculty fail to meet the required expectations (i.e. turning in exams less than 24 hours prior to exam time, communicating as needed etc.) the proctoring and exam responsibility will fall back on that individual to fulfill the access requirements. Please connect with us as needed to ensure we collaborate effectively with you.

Center for Disability Resources staff responsibilities:

- Respond in a timely manner to testing requests by students.
- If a student comes to the Center for Disability Resources without scheduling an exam, we will attempt to schedule based on resources available at that time. This includes and is not limited to: testing contract, physical space availability, and exam materials.
- Collect and have testing materials available for students to complete exams.
- If we do not have the testing materials when the student arrives, the office will attempt to contact the instructor and wait 15 min. After 15 min, we will ask the student to reschedule and contact their instructor.
- Secure exams, both in paper and electronic copy (hard copies will be kept locked up) .
- Collect materials from students (e.g., completed exams, notecards, scantrons, etc.) upon completion of exams.
- The Center for Disability Resources will scan completed exams to faculty and send the original completed exam to faculty via interoffice mail.
- Outreach to faculty in case of questions/issues during exams.
- Monitor students diligently for academic integrity during exams.
- Provide timely notice via email in the case of a breach of academic integrity.

Student worker integrity and responsibility:

- Student workers will be held to the expectations of the [student employee handbook](#).
- If there are concerns regarding a student worker's integrity (i.e. looking at their own exam materials, allowing peers additional time etc.) the Center for Disability Resources will collect evidence and proceed with necessary measures depending on the circumstance. This may include verbal warnings, written warnings and dismissal.
- Student workers' access to materials will be limited. They will not be capable of seeing their own profile within the AIM database, if they are registered with the CDR office, case notes or in depth details regarding peer students etc.
- Communicate with professional staff and faculty as needed.

We appreciate both faculty and student cooperation in the alternative testing process. Please contact us with any questions.