

Accommodative Testing Policies and Procedures

To test with Testing Services, you must agree to abide by our testing policies and procedures.

Appointment Scheduling:

- All appointments must be scheduled at least 24 business hours in advance. We cannot accommodate students who schedule the same day as their exam. You are encouraged to schedule any of your tests for the semester at the beginning of the semester.
- If you are unable to keep an appointment, please inform us as soon as possible. It is your responsibility to reschedule/cancel your appointment.
- If you are more than 15 minutes late to your appointment, you may be asked to reschedule your appointment.
- It is also your responsibility to inform your professor to provide the test to Testing Services at least 24 hours before your scheduled appointment.

Testing Aids:

- You will only be allowed the testing accommodations approved from your OAS counselor specified in your letter.
- The consumption of food or drink is not allowed in any testing room (unless specified in your accommodative letter).
- Please be prepared ahead of time with all necessary testing materials such as pencils and scratch paper. We do not always have the resources to accommodate students with testing supplies.
- The only testing aids permitted will be the ones specified by your instructor. If you have questions or concerns regarding the test aids, be sure to ask before testing.

Check-In Process:

- Current and valid school or government ID must be present prior to taking a test.
- Personal items will be locked away in a secure locker. This includes backpacks, electronic devices, and hats.
- Every tester will be subject to a security check. The procedure for a security check may include checking that pockets are empty, checking long sleeves, glasses, and hoods.

During Testing:

- If you need to get a drink, snack, or use the restroom during testing, notify your proctor.
- No studying will be permitted in the testing rooms. We do not have room or time vacancies to allow students to study prior to taking their exams.
- Test time limits will be enforced. When your time has expired, you will be required to end your exam, even if you scheduled for a longer time frame.

- If you are caught using any unauthorized material, your test will be stopped, and your OAS counselor and instructor will be notified.
- We reserve the right to investigate any suspicious behavior.

We reserve the right to alter these policies and procedures at the discretion of management. This information should not be considered as an exhaustive list of all policies and procedures. Further information and documentation are available on our website.