Testing Accommodations

Examples of Testing Accommodations

- **Extended time**- The specific amount of extended time depends on the impact of the disability and is determined by the student's Disability Specialist.
- **Distraction reduced space**- Small, quiet rooms are available for testing; we are unable to guarantee isolated space.
- **Test proctors (reader and/or scribe)-** Readers may read and repeat test questions verbatim for student. Readers may be provided in various modalities including a CPEN, Smart Pen, Screen Reader, or human reader. The modality of the delivery of a reader accommodation will be determined by the Office of Accessibility. Scribes write down answers to test questions verbatim as dictated by student.
- **Use of technology on tests**- Includes computers, CCTV, adaptive software, etc. depending on a student's disability-related needs. Students are not permitted to use their own personal devices when testing.

Possible Testing Locations

1. Take tests with the class without utilizing accommodations.
2. Take tests with appropriate accommodations by working with instructors to agree on time/place.
3. Take tests at alternative testing location assigned during the student's intake appointment. Assigned alternative testing location will be either:
   a. **Counseling & Testing Center (CC),** (330) 972-7084, in Simmons Hall 304. This is a certified testing site through the National College Testing Association.
   b. **Office of Accessibility (OA),** (330) 972-7928, in Simmons Hall 105.
4. Take tests at **Computer Based Assessment & Evaluation**, (330) 972-6511, in Schrank Hall North 153, if that is the requirement of the course.
5. Take tests on **Brightspace** unproctored or with use of Respondus Monitor with appropriate accommodations if that is the requirement of the course. The student should work directly with his/her instructor to request testing accommodations. Students should contact their instructor prior to each exam to ensure the proper time extension has been allotted. Test requests are not necessary for Brightspace exams unless the student is requesting use of a reader and/or scribe, or a physical testing space in OA or CC.

Guidelines for Utilizing Testing Accommodations

Scheduling Exams

- **Students should talk to their instructors about their testing accommodations and request their instructors complete the Accessibility Testing Agreement, found in their letter of accommodation, at the beginning of each semester. Students will <u>not</u> be able to submit test requests in STARS until this step is complete.**
- Students who wish to utilize testing accommodations in their assigned testing location (either OA or CC) must request tests through **STARS;** (https://york.accessiblelearning.com/Akron) Alternative Testing tab.
- Test requests must be made **at least four business days for tests and quizzes, and one full week in advance for midterms and finals** prior to the testing date to allow for coordination of services. Requests

submitted with less notice than outlined above are considered **late**.

- Once an exam request is submitted in STARS, the instructor will receive an automated email that includes the date and time of the test, along with the accommodations the student is requesting. The email will request the instructor to send a copy of the test to the appropriate testing location.
- If a student requests a test **late**, we will attempt to fulfill the request based on availability. Students should anticipate most late requests being denied.
- If a test date changes or a student needs to cancel an exam, **students must modify their exam request through STARS**. Changes in test date must be approved by instructor.
- Students with testing accommodations **may use their testing accommodations for any test, quiz, or examination.**

Testing in the Office of Accessibility or Counseling & Testing Center

- Please arrive **on time** for all scheduled tests.
- If you arrive late for a scheduled test at either location, **you may be asked to reschedule, contact your instructor, and/or forfeit your full extended time.** Your late attendance will be noted.
- Please bring your Zip Card to all testing appointments. Examinees may be required to provide photo identification and to sign-in before their exam.
- Before beginning an exam, students must put their personal belongings in the designated cabinet or area. All personal belongings are kept in a locked cabinet until the exam is returned to testing staff. Examinees are not permitted access to personal belongings during exams and may only take into the testing room materials indicated by the instructor on the Accessibility Testing Agreement.
- All cell phones, smart watches, and other such devices must be placed in the designated area.
- All tests are administered according to instructions provided in the Accessibility Testing Agreement and administration procedures will not be altered without instructor permission. Only those materials specified as permitted on the Accessibility Testing Agreement will be permitted in the testing room.
- All testing rooms are monitored by a video surveillance system and any suspected misconduct will be reported to the student's instructor and the Office of Student Conduct and Community Standards.
- Students are strongly encouraged to view the Accessibility Testing Agreement completed by their instructor in STARS prior to their testing date to ensure students arrive with the appropriate materials and expectations for the exam.

Testing at Computer Based Assessment & Evaluation

- If a student's course requires testing with Computer Based Assessment & Evaluation, the student should proceed in testing with Computer Based Assessment & Evaluation as well. Students looking to test with accommodations at Computer Based Assessment & Evaluation should schedule their testing appointment in RegisterBlast.
- Computer Based Assessment & Evaluation staff will be able to confirm your accommodations in RegisterBlast.
- Students needing a reader and/or scribe for testing should contact the Office of Accessibility prior to scheduling a testing appointment with Computer Based Assessment & Evaluation.
- More information regarding testing policies and procedures in Computer Based Assessment & Evaluation can be found at: https://www.uakron.edu/cbae/student-info.dot.
- Students needing a reader and/or scribe for testing at Computer Based Assessment & Evaluation must request these accommodations through **STARS;** (https://york.accessiblelearning.com/Akron) Alternative Testing tab, along with submitting a test and in addition to scheduling in RegisterBlast. **Failure to request a human reader/scribe in STARS may result in the student forgoing the accommodation**. More information regarding testing policies and procedures in Computer Based Assessment & Evaluation can be found at: https://www.uakron.edu/cbae/student-info.dot.