

Policy for Exam Accommodations

The most common accommodations approved the Disability Services office are extended time on tests/quizzes in a distraction-reduced environment.

Students have two options for utilizing these accommodations:

1. Collaborate with their instructor to take the exam in close proximity to the classroom.
2. Register to take the exam in the Disability Services Test Center (DSTC). The Test Center is located on the 2nd floor of the Academic Services Building at the College of Saint Benedict.
Students are required to provide advance notice of at least **four business days for each exam they are requesting to take in the DSTC.

General Information: The Disability Services Test Center

- The Disability Services Testing Center (DSTC) will *only* be used to proctor exams for students with documented disabilities and who are eligible to receive exam accommodations.
- A driving force for the existence of our test center has been to reduce the burden for faculty, by providing an appropriate location for students to utilize their exam accommodations.
- Faculty can require students to take their exams outside of the Disability Services office, so long as the student is given appropriate access to each approved accommodation. This is often the best option, as it provides the student and faculty the opportunity to communicate with each other during the exam.

Test Center Information

- All exams in the DSTC are monitored either with a live proctor or with closed-loop video surveillance.
- All students are required to sign our *Test Center Proctor Agreement*, available [here](#).
- Students will be asked to hand over all book bags, phones/electronics and any other devices that could provide an unfair advantage (i.e. aid in cheating, academic dishonesty).
- Web surfing will be closely monitored for any students with access to a computer during their test (a very limited number of students).

Exam Accommodation Process:

1. Students who have been approved to receive testing accommodations must submit an Exam Request Form available on the Disabilities Services Office website, (also available [here](#)).
2. Once a request has been received, the Disability Services Office will approve the student's request and a forms manager generated email will be sent to the instructor listed on the exam request form.
 - a. Included in this message will be a link to view and approve the student's exam request. The instructor is asked to complete this form as soon as possible (even if the exam is not available at the time) so the Disability Services Office can send an email back to the student either confirming the test center appointment or explain why their request has been denied..
 - b. A copy of the exam can be uploaded to the instructor approval form, or can be emailed or hand delivered at a later date. The instructor will be asked on the form how the exam is to be delivered to the DSTC.

- c. Instructors will also have the opportunity to specify how they would like to have the completed exam returned to them.
3. To confirm with students, the DSTC will send a confirmation receipt to the student in the form of an email which will include the student's original exam request.
4. Day of Exam: Students are expected to arrive on time. Students who arrive fifteen or more minutes late – or fail to arrive for an exam – forfeit the opportunity to take the exam in the DSTC.

Student Responsibilities:

1. Submit exam request forms in a timely manner: Students must provide advance notice of at least four business days for each exam.
2. Schedule exams for an appropriate time (i.e. not during class or outside of our business hours).
3. Arrive on time with a valid photo ID.
4. Sign our *Test Proctor Agreement*.
5. Sign in/out each time they leave the test area. No test will be left unattended.
6. Be prepared to complete the exam in its entirety.

Disability Services/Test Center Responsibilities:

1. Provide a distraction reduced setting for students to complete their exams.
2. Develop and maintain a process for students to register for exams.
3. Communicate effectively with students and faculty throughout the process.
4. Maintain the integrity of each exam. This includes:
 - a. Safe storage
 - b. Survey exams (this will include live proctoring and video surveillance).
 - c. Honor the exam instructions provided by faculty.
 - d. Provide a safe and secure return of all information.

Faculty Responsibilities:

1. Communicate openly with Disability Services Staff with questions/concerns regarding exam proctoring.
2. Respond to Exam Request Forms in a timely manner.
3. Deliver exams to the DSTC prior to the scheduled exam time.
4. Provide clear instructions for exams that are submitted to the Disability Services Office