PURPOSE:

This document establishes a standardized testing procedure for students with accommodations. These tests include, but are not limited to, admission to colleges/Universities; program testing for CLEP, ACT, LSAT, SAT, EAP, CPE, CPT; and faculty testing. The center will provide a safe, quiet and well lit environment for testing with necessary equipment and personnel.

ELIGIBILITY:

Students seeking accommodations must visit with the Office of Services for Students with Disabilities. The DSS Office staff will determine the necessary accommodations and publish an Accommodation Memo. This memo will establish all the necessary needs of the student for testing and classroom environment.

PROCESS:

Students reporting to the Test Centers should state they have accommodations. If a student does not have a memo with him, a copy is maintained in the Test Center for that semester to verify needs if the student during testing. Should a student not be registered with the Office of Services for Students with Disabilities, the student should be directed to that office for assistance. Students will be given testing according to the memo. Paper and pencil and Computer testing is offered. The following applies to all students with accommodations:

1. All students requiring additional testing time must schedule an appointment.
   a. This is due to test center accommodations.
2. The student must schedule for Readers, Scribes, or interpreters with the Office of Services for Students with Disabilities prior to arriving for his scheduled appointment.
3. Appointments are for a minimum of 2 hours. (Normal class time is 1 hour and 15 minutes)
4. Double time allows for 2 hours and 30 minutes.
   a. NOTE: there is no “unlimited time” for any memo.
   b. NOTE: there is no “no time limit”
5. Reporting to take a test without an appointment may result in the student being denied testing at that time.
6. Calculators, laptops and personal equipment may be used according to the memo.
7. Students may not extend testing time beyond normal center operational hours.
8. Students should ensure they are able to complete testing within the time frame available.

STUDENT RESPONSIBILITIES:

1. Student will conduct himself in an appropriate manner, in accordance with the College Code of Student Conduct.
2. No family, personal friends or children are allowed in the test center during testing. The Test Center does not have a waiting room.
3. All personal items must be secured or checked before testing.