



SAINT LOUIS UNIVERSITY

**CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES**

Testing Center Policies and Procedures
Exam/Quiz Accommodations Policy

Purpose Statement

The purpose of this document is to define testing center policies and procedures and to clarify the definition of approved exam/quiz accommodations through the Center for Accessibility and Disability Resources (CADR). This is to ensure students are aware of the functions and processes of the testing center. Additionally, the policy demonstrates how each accommodation is implemented in an exam setting and the parameters of exam accommodation requirements.

CADR seeks to provide an environment where students with disabilities at Saint Louis University can achieve their full potential and strive for success.

Testing Center Policies

Form Submission

Out of Class Testing (OCT) Forms

Out of Class Testing (OCT) forms are for students with approved academic accommodations through CADR. As a testing center policy, **OCT forms must be completed and submitted at least 1 week prior to the requested date.** This deadline policy is used in order to:

- Ensure that the testing center is staffed with proctors at the requested time
- Allows the professor to create exams and gather materials for the exams
- Provides adequate time for the testing center staff to ensure all accommodations can be met at the requested date and/or time
 - As examples, staff need to ensure that a private room is available for a student who is requesting a private room accommodation; staff need to ensure that there is a scribe available for a student who requires a scribe as an accommodation

Out of Class Testing Process

1. The student completes all of the “Student” section on the OCT Form.
2. Once their portion is completed, the student will email the half-completed form to the professor/instructor. The professor/instructor then completes all of the “Instructor” section and signs the form.
3. The professor/instructor then sends the fully completed form to the testing center (testctr@slu.edu for main/North Campus courses; medtc@slu.edu for all medical/South Campus courses).

The best way for the OCT process is to have all forms completed and submitted electronically. Students are encouraged to begin this process approximately 2 weeks prior to an exam date.

Selecting Accommodations on OCT Forms

Students with approved testing accommodations through CADR are responsible for selecting the correct approved accommodations when completing OCT forms. Testing center staff do not have access to view approved student accommodations. Thus, testing center staff are trusting that students are selecting the correct accommodations on their forms.

If a student is found to be selecting accommodations that were not approved through CADR, access to use of the testing center may be restricted until further notice.

Rescheduled Exam Request (RER) Forms

Rescheduled Exam Request (RER) forms are for students without accommodations who need to make up a missed exam due to an unforeseen event or athletic event. An unforeseen event is determined as:

- A student medical emergency or illness at the time of the exam
- A family emergency (death or illness)
- Weather conditions
- Travel issues (for commuter students)

The testing center **does not** allow RER forms for the following situations:

- Travel plans (unless part of an SLU athletic team) or flights
- Generalized missed exam reasons (overslept, miscommunication, etc.)

Students needing to make up an exam per these reasons must work with their professor for an alternative option. Rescheduled exams are only proctored at the North Campus Testing Center.

Rescheduled Exam Request Process

1. The student and the professor/instructor agree to new date and time of rescheduled exam.
2. The professor/instructor completes the RER form and submits it to testctr@slu.edu.

Using the Testing Center

Arrival

Students are expected to arrive on time for their scheduled exam. This is especially important for students utilizing a private room, as these rooms, at times, can be booked back-to-back.

The testing center gives a 15-minute grace window for students to arrive past their scheduled exam time. **If a student does not arrive at their scheduled time or within the 15-minute grace window, the student forfeits their right to take the exam.** The student will not be allowed to take the exam and will have to reschedule to a different date.

Interaction with Testing Center Staff

All students utilizing the testing center shall follow the instructions and communication provided by the testing center staff. Testing center staff are trained on the testing center procedures and policies. As such, their responsibility is to uphold the policies and procedures.

Students must be respectful towards testing center staff. Any student who shows any disrespect, fails to follow the instructions of a staff member, or continually demonstrates poor behavior will be addressed by the testing center supervisor.

Materials

Testing Center Staff will have the exam and exam materials that are provided by the instructor for the course.

Students are responsible for providing their own materials, such as pencils, pens, erasers, blue examination books, calculators, extra calculator batteries, rulers, and laptop chargers (among other items). The testing center does not have extra materials for students, except for pencils and a few basic calculators.

If a student needs to obtain these materials, it should be done prior to the scheduled exam start. The testing center will not adjust the exam start time for students to gather materials.

Breaks*

Students are permitted to use breaks for longer exam times (>1 hour and 30 minutes), such as using the bathroom or getting a drink. However, the exam time **does not stop**, and time will not be added on (unless approved for allowed breaks as accommodation through CADR). Depending on the exam length, some students may be restricted on how many breaks can be utilized. This will be determined by the testing center supervisor if necessary.

For shorter exam times (<1 hour and 30 minutes), students should use the bathroom or any other necessity prior to starting the exam. Students will not be allowed to take a break during their exam unless it is an emergency.

When taking a break, students are not to access their belongings unless for medical needs. Students will not speak to any other students in the office, hallway, or bathroom.

If utilizing the bathroom, students must go straight to the bathroom, not go to any other classroom, and return promptly.

*** Due to an increase of cheating incidents in the testing center during the 2021-2022 school year, breaks will now be strictly monitored. ***

Communication with the Testing Centers

Confirmation of a Scheduled Exam

Once a completed form (OCT or RER) is entered into the testing center schedule, a confirmation email will be sent to the student and the professor/instructor. We encourage each individual to verify that all of the information in the confirmation email is correct for each exam that is scheduled. If a student or instructor finds a mistake in the confirmation email, they must notify the testing center immediately.

If no errors are reported, the testing center staff will assume that the information is correct.

Communication with Professors/Instructors

Testing Center staff will communicate with professors/instructors to:

- Request exams, clarify allowed materials (allowed calculators, formula sheets, scantrons), and communicate any student questions during the time of the exam
- Coordinate exam time/date adjustments between professors/instructors and students
- Notify professors of academic integrity issues or cheating

Inclement Weather

Testing Center Supervisors will carefully monitor any reports of potential hazardous dangerous weather (ice/snowstorms, tornado watch/warnings, etc.) and affected travel conditions (road/driving conditions, access/walking to the testing center, etc.). This is to ensure that the safety of the testing center staff and students using the testing center.

If the supervisors determine that the weather will impact the safety of students, or if the university cancel classes because of the weather, the supervisors have a right to close the testing centers. If this is the case, the following procedure will be followed:

- Supervisors of the testing centers will contact the instructors and the students for each course scheduled in the testing center to notify them of the closure.
- Supervisors will work with both the student and the professor to reschedule the exam as soon as possible (most likely the next day of operation).

Academic Integrity Policy

The Center for Accessibility and Disability Resources (CADR) and the Testing Centers hold academic integrity to the highest standard and will abide by a program's/department policy on academic integrity in conjunction with the Student Handbook, section 1.1 "Academic Policies." In the event of an academic integrity violation, the testing center will cooperate with any program or department in any investigation that relates to cheating in either testing center.

If a student is caught cheating or violating academic integrity, the student:

- Loses their right to complete the exam
- May be subject to an investigation by their professor, program, or department
- May be subject to new restrictions on testing center use (if incidents continue)
- May be subject to have their approved testing accommodation reviewed by a CADR staff member (if incidents continue)

Academic Integrity Violation Procedure

If a testing center staff member observes a student cheating on an exam, the following procedure will be followed:

1. The testing center staff member will take the exam away from the student. If the exam is online, the staff member will ask the student to submit the exam immediately, regardless of what question they are on.
2. The testing center staff member will notify the assigned testing center supervisor of the situation.
3. The testing center staff member will document the incident and notify the professor/instructor of the course. The staff member will be fully transparent about the incident.
4. The testing center supervisor will contact the professor/instructor regarding the incident.
5. The testing center supervisor will contact the student of the incident.

Electronic Devices Policy

Students are not allowed to use any electronic devices in the testing center area or on exams, unless authorized by a professor/instructor or as an approved accommodation by CADR.

Students will be asked to place their electronic devices (cellphones, smart watches, headphones [including Bluetooth headphones]) into the collection bin, in their backpack, or testing center locker.

If a student is caught with an electronic device during an exam, has been asked to place them away, and it is not allowed to be used during an exam, **it will always be assumed that they are cheating.**

Students who continue to violate this policy may have their testing accommodations reviewed by a CADR staff member or have access to the testing center restricted.

The testing centers are not responsible for any lost or damaged electronic devices. Any lost or left devices will be turned into the testing center supervisor.

The testing center does not provide any charging cables, boxes, or batteries. Students are required to provide their own electronic charging or battery needs.

Exam/Quiz Accommodations Policy

Allow Breaks During Exams/Quizzes

This accommodation permits students to take stop-the-clock breaks during their exam. The break process is as follows:

1. The student leaves their exam and materials at their desk/room in the testing center and asks a testing center staff member to take a break.
 - a. The student is not allowed to access their belongings stored in the office or lockers unless required to do so for medical reasons (i.e. access medication, blood-sugar monitoring).
2. The testing center staff member records the time of the break request and permits the student to take their break.
 - a. **Breaks must be taken in a reasonable timeframe.** Any excessive length of a break may result in restriction of using additional breaks or possible suspension of use of this accommodation.
3. When the student returns to the testing center office and is ready to return to their exam, the testing center staff member will determine how much time was used for a break and add that to the end of the student's exam time. The student will be informed of the new end time.

Accommodation Specifications:

- a. This accommodation use can be restricted based on the reasonability of the number of uses during an exam. While exam accommodations create an accessible approach to exams, excessive use of an accommodation can be determined as unreasonable if it is altering the expectations or requirements of the course, program, or degree, or creates undue hardship on the staff. Reasonable break use will be determined on a case-by-case basis by a CADR staff member if this accommodation comes into question about reasonability.
- b. If this accommodation is determined to be used in an excessive manner, it may be necessary to find alternative accommodation options to support a student's need.

Allow Use of a Memory Aid

This accommodation is carefully evaluated and reviewed by CADR staff prior to approving this accommodation.

For the implementation of the accommodation, the student will need to speak with their instructor on what may be reasonable within the specific course. In addition, students should provide a created memory aid to their instructor for approval prior to the exam (suggested to be submitted 2-3 days before the exam for approval).

Working with Memory Aids in the Testing Environment

To implement the accommodation successfully, students are asked to do the following:

- Communicate with Instructors: Similar to all accommodations, student will need to express the request to utilize their accommodation for a memory aid to their instructors (preferably, as soon as possible).
- Creating Guidelines of Memory Aid: When students and instructors create guidelines, we suggest that the following components are considered:
 - When should the proposed memory aid be presented so that ample time can be given to consider the words/phrases listed of the sheet (this is typically 48-72 hours prior to an exam)?
 - In what format should the memory aid be written (e.g., note card, small piece of paper, typed sheet, etc.)?
 - Once approved, how will the aid be submitted to the testing center (provided with exam by instructor, emailed to testing center, signed, and provided to student, etc.)? – **All aides will be returned to the instructor at the conclusion of the exam by the testing center.**
- Memory Aid Provides Direct Connection: **If there is a direct connection between the aid and the exam, then the instructor will have the discretion to revise the document.** The 2-3day period of submitting the document allows instructors and students the ability to discuss what information is reasonable to have placed on the aid.
- Reasonable v. Unreasonable: Give then nature of a memory aid, it is understandable that this accommodation may not be reasonable within certain courses. When determining the reasonable nature, accommodations are unreasonable if they will fundamentally alter the objectives or requirements of the course/program.

Use of a Reader or Use of a Scribe during Exams/Quizzes

Students who have an approved reader and/or scribe as an accommodation should mark the accommodation on their OCT form if they intend to use this accommodation. Submission of the OCT form by the 1 week notice policy is especially essential for these accommodations. This ensure that the testing center has the available staff.

Readers and scribes in the testing center are testing center staff. Readers and/or scribes are permitted to:

- Read the exam/quiz instructions, questions, and answer choices verbatim as printed on the exam/quiz and repeat as necessary.
- Scribe the answers given to the scribe by the student.
- Reread any answers selected or written by the student.

Readers and Scribes are not permitted to:

- Rephrase any words or sentences.
- Give hints or suggestions to answering questions or answer choices.
- Interpret what needs to be scribed.
- Give any answers to the student.

Time Extensions for Exams/Quizzes

Students with approved time extensions on exams/quizzes (time and a half, double, etc.) should correctly mark the accommodation on the OCT form. The time extension is calculated based on the standard exam time given in class.

Time extensions, like in-class exams, are not stopped for breaks or filling in answering sheets/scantrons. The time is continuous.

Students are responsible for monitoring their time. Testing center staff will stop exams once the time has expired.