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# COLUMBUS STATE UNIVERSITY

## *Testing Administration Procedures*

Policy Name: Testing Administration Procedures

Policy Owner: Center for Accommodation and Access

Responsible University Office: Center for Accommodation and Access

Approval Date:

Effective Date:

Revisions:

Policy Number:

Related Policies: Evacuation Guidelines, Attendance and Students with Disabilities, Disability Services and Accommodations Procedures, Grievance Procedure and Students with Disabilities, Off-Campus Programing and Internships, Personal Attendant, Physical Accommodations, Service Animals, Services to Students (SSD) Record Retention Policy, Temporary Disabilities, and Emotional Support Animal

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## **II. PURPOSE AND SCOPE OF POLICY**

This document outlines the steps to take exams and quizzes in the Center for Accommodation and Access.

## **III. DEFINITIONS**

The definition of “**disability**” in the Americans with Disabilities Act (ADA) of 1990, P.L. 101-336 (July 26, 1990), as amended by P.L. 110–325 (September 25, 2008) draws substantially from existing legislation, namely Section 504 of the Rehabilitation Act of 1973, as amended, and the Fair Housing Amendments Act of 1988. The ADA defines disability with respect to an individual, as:

- a physical or mental impairment that substantially limits one or more of the major life activities of such an individual
- a record of such an impairment; or
- being regarded as having such impairment.

**"Major life activities"** is defined as an individual being limited in his or her ability to perform such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, neurological, digestive, or respiratory.

#### **IV. POLICY SECTION**

The Center for Accommodation and Access (CAA) is committed to maintaining the highest academic integrity standards possible in the CAA exam environment. In order to meet this goal, CAA utilizes a video monitoring system to proctor exams. Any student observed utilizing any unauthorized resource during an exam will not be allowed to complete the exam and will be reported to their instructor.

Students authorized for exam accommodations have three exam options: (1) Take exams with the class, without accommodations; (2) Take exams with appropriate accommodations arranged by the instructor; or (3) Take exams at CAA.

#### **V. PROCEDURES**

##### **A. Scheduling**

- a. Students should schedule exams three business days before the exam in order to take exams for your class in our office. CAA requests that if a student is only taking finals with the CAA, the student should schedule exams by the twelfth week of the semester. Students will want to work out all of the details when scheduling exams with the Center for Accommodation and Access Testing Coordinator. This is to ensure that CAA has the appropriate tests, sufficient time to prepare accommodations (braille, enlargement, etc.), and space for the student at the designated time.
- b. The instructor should contact CAA and arrange for the administration of pop quizzes and enclose instructions for administering the quiz (e.g., time allotment and authorized materials).
- c. Instructors should indicate the type and version of software needed for exams and the dates the software will be used when CAA contacts the professor about the exam. Students notify CAA if an exam will require the use of images via a website or CD. CAA will then contact the professor for information.
- d. Professors are notified that a student is allowed testing accommodations as noted in the student's Letters of Accommodations. The Letters of Accommodations are given to all students who should receive accommodations and request the letters each semester. The student is responsible for giving each professor a Letter of Accommodations and discussing with the professor the accommodations needed.

The professor should sign the faculty signature sheet, which will be returned to the CAA. Students will not be allowed to take exams in the CAA until the completed signature sheet is returned to the CAA. The student is encouraged to discuss testing accommodations with the professor at the beginning of each semester.

## B. Returning Exams

To ensure test/exam integrity, the Center for Accommodation and Access will confer with the professor regarding the delivery/return of the exam, and any special instructions as to the administration of the exam. The tests are returned to the professor or department (if designated by the professor) the same day as the exam or at least twenty-four hours after the exam.

## C. Testing Room Protocol

- a. The following items are not allowed in the exam room:
  - Notes/books not permitted by professor/instructor
  - Any communication devices including cell phones and iPads, unless allowed in the student's accommodation plan
  - Coats
  - Book bags
  - Purses
  - Hats/Ball caps
- b. Scrap paper, if allowed by the instructor, will be provided by CAA. Any unauthorized notes used during the exam will be copied and returned with the exam to the instructor.
- c. Faculty instructions regarding the exam will be reviewed with students before the exam begins. If student is unclear about the exam instructions or conditions, stop the exam and seek assistance from a CAA staff member. The CAA staff member will attempt to contact the professor, or provide a form to complete explaining the problem or question which will then be returned with the exam.
- d. Students are not permitted to choose their exam room. CAA cannot guarantee a specific test environment. Students are not permitted to leave the CAA testing area once they have begun the exam without express permission from CAA staff.
- e. All CAA students must be prepared to show picture ID to CAA exam staff when checking in to take an exam. CSU-IDs and driver's licenses are acceptable. A staff member may come into the exam room at any time to perform a random integrity check.
- f. Students are responsible for their personal exam materials. If a student forgets personal exam materials (e.g. blue/green book or calculator) and leaves to

retrieve it, when student returns only the time remaining of the overall allotted time may be given, unless the instructor allows additional time.

#### D. Lateness and Illness

Students are expected to be at Center for Accommodation and Access (CAA) at the time the class meets, unless otherwise approved by your instructor. If students arrive late for their exam (even if late due to illness), they must take the remaining time or reschedule their exam with their instructor (CAA will not reschedule an exam without notification from the instructor). There is no guarantee that the instructor will permit a makeup exam. If you are unable to take an exam due to illness or emergency, contact your teacher/instructor immediately. Students are responsible for coordinating the makeup of any missed exam or quiz with their instructor and CAA. CAA will need direct contact from the professor to confirm the makeup exam or quiz.

#### E. No Show

If the student fails to show up for a scheduled exam, CAA will contact the student by e-mail within twenty-four hours. The instructor will also receive a copy of the e-mail. The student will be responsible for contacting with CAA to ensure that future exams for that class are scheduled.

#### F. Canceling an Exam

If, for any reason, the student has decided not to take their exam at CAA after scheduling it, they are responsible for notifying our office so that we can have the space for other students. This includes withdrawing from a course. Students are responsible for ensuring that their travel plans do not interfere with their final exam schedule.

#### G. Final Exams

Due to space and time constraints, the final exam may be scheduled for another time, as indicated by the instructor to CAA. Changes will be made with instructor approval. Students should check with the CAA scheduling desk prior to the last week of the semester to find out when your exams are scheduled. It is recommended that the student request a print out of your final exam schedule. You can do this by contacting the CAA Testing Coordinator.

#### H. Rescheduling an Exam or Quiz

1. Notify your professor by email and copy CAA to the email.
2. The instructor informs CAA of the rescheduled exam per the instructor's policy for makeup exams.
3. If approved, contact CAA as soon as possible to reschedule.
4. CAA will accept authorization from the instructor via e-mail, as long as the e-mail includes the necessary information to administer the exam.

VI. **RELATED BOARD OF REGENTS' POLICIES**

4.1.5 Students with Disabilities

VII. **LINKS**

<https://caa.columbusstate.edu/>