



Testing Center Information for Instructors

Basic Testing Accommodation Procedures

- A list of students who have been approved for testing accommodations by Student Accessibility Services (SAS) will be emailed to you by the Testing Center (TC). You will receive an updated list on a regular basis as approvals are received throughout the term. Contact information will be included, as well as notes regarding specific approved accommodations.
- You will receive an email message from TC once per term, asking for your contact information/preferences to be used in the event that questions arise during testing.
- Students are responsible for contacting TC to schedule tests during the term a minimum of 24 hours prior to the scheduled test (weekends not included) using the online form found here <http://www.msoe.edu/campus-life/student-resources/test-schedule-request/>.
- TC will email you before the test date to request a copy of the test.
- Final exam schedule requests are handled differently and must be submitted to TC by approved students by Thursday of Week 9 at noon. Since the TC sends final exam requests to instructors approximately one week in advance, we hope to receive the majority of exams from instructors by the end of Week 10.
- Instructors can email or hand deliver tests to the TC; Kern Center, 1245 N. Broadway, Room K-250.
- Tests will be returned in a sealed envelope to instructor's department mailbox unless otherwise specified. Completed tests will be scanned/emailed to faculty. Originals will be available for pick-up for two weeks.

Other Testing Information/Policies

- The primary responsibility of the Testing Center is to assist MSOE with meeting legally required needs of students with disabilities. Instructors are welcome to provide the approved testing accommodations within the department, however the Testing Center is here for in-person tests when that is not feasible.
- Requests for any other students who are unable to take classroom tests on the scheduled dates, may be granted based on the nature of the request and as space allows. If the student cannot be scheduled in the TC, other arrangements can be discussed.
- Make-up tests in the TC must be taken Monday through Friday, between 8:00am-4:30pm. Students requesting to schedule a make-up test must receive prior approval from their instructor. Requests will only be granted as space allows.
- It is the instructor's prerogative whether to allow extended time in the classroom to students whose TC appointment request has been denied.
- Students arriving more than ten (10) minutes late will not be allowed to start their test without the instructor's approval. If the TC is unable to reach the instructor, the student will be sent to class.
- Instructors are responsible for providing tests in an alternate format to students who have been approved by SAS for that accommodation (the accommodation will be noted on the list of approved students sent to each faculty member). Details of the alternate format requested, will be communicated to the instructor once the test has been scheduled.
- If any change in test content or additional information is provided to students testing in the classroom, this information must either be relayed to students in the Testing Center or it must be taken into consideration that the TC student(s) did not receive it when grading.

- If something out of the ordinary occurs during a test in the TC, it will be documented on a Testing Irregularity Form. A copy of the form will be included with the scanned test file.
- We understand that the integrity of the exam, your course, and MSOE is of the utmost importance. In an effort to protect that integrity, the following policies are enforced:
 - Students must leave all backpacks, phones, fitness tracking devices, coats, etc. in the TC office.
 - Testing rooms are monitored by cameras with a recording device and/or a human proctor.
 - Students are not allowed to communicate with anyone except TC staff during testing.
 - Students are not allowed to leave the TC unescorted for any reason while testing.
 - Students are not allowed to remove scratch paper from the TC.
 - All permitted note sheets/cards will be collected and included with the scanned test file completed test envelope, whether or not the instructor has requested it.
- Failure of students to comply with Testing Center rules gives the test administrator the right to collect test materials and inform the instructor. Any instances of academic dishonesty will be reported to the instructor and department chairperson. Other MSOE staff members may be notified as deemed necessary on a case-by-case basis.
- Also, keep in mind:
 - Not every student registered with SAS is approved to take tests outside of class.
 - Approved students do not necessarily take ALL of their tests outside of class.

TC contact:

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