



## **Testing Accommodations Student Agreement**

Center for Accessible Resources (CAR)

All students using testing accommodations are responsible for understanding the following:

### **How to use test accommodations:**

- Students are required to meet with each of their instructors the first (1<sup>st</sup>) week of the term to discuss how their testing accommodations will be facilitated.
- CAR Testing is unable to provide some accommodations for take-home or at-home tests. Students should see their CAR accommodation specialist about at-home tests if accommodations are needed.
- Students must inform their CAR accommodation specialist immediately if a test accommodation has not been appropriately administered.
- Tests taken in CAR Testing facilities may not exceed four and a half (4.5) hours per testing session. If circumstances require a longer testing period, the instructor will be asked to break the test into sections.
- Predetermined testing time will be strictly enforced.

### **Scheduling an Exam:**

- Each test a student wishes to take in CAR Testing facilities must be scheduled in the AIM portal. Tests taken outside of CAR Testing facilities do not need to be scheduled in AIM.
- Tests must be scheduled at least five (5) business days in advance.
- Tests need to be scheduled for the same day and time that the rest of the class is taking the test, unless otherwise arranged with the instructor.
- CAR Testing cannot take requests for specific testing locations.
- CAR staff may determine that tests need to be scheduled farther in advance than five (5) business days if warranted by the student's accommodations and/or production of materials and hiring of specific service providers.
- In order to ensure a seat is reserved in the CAR Testing Center, Accommodation Specialists may schedule tests in advance for students in AIM if warranted by the student's accommodations. Students can still choose whether or not they would like to test in the CAR Testing Center. If a student "no-shows" for a test specifically scheduled by the accommodation specialist, no penalty to the student will be incurred.

**Late Exam Requests:**

If the five (5) business day request deadline is missed, reasonable efforts will be made by CAR to process the request, however, there is no guarantee the request can be met. If adequate notice is not given and arrangements cannot be set up, the student must speak with the instructor regarding how the exam can be completed.

**Late Arrivals:**

Students who arrive late for an exam forfeit the time already missed; end times will not be extended.

**Pop Quizzes and Moodle Tests:**

- CAR Testing does provide accommodations for pop quizzes and will work with the student's instructor regarding these.
- Extended time can be provided for Moodle tests, and CAR will work with the student's instructor regarding this.

**Reduced Distraction:**

- CAR Testing provides a reduced distraction test taking experience relative to the typical LCC classroom.
- CAR Testing cannot guarantee a specific environment in which students receive an exam, promise a room completely free of distractions, or a private room.
- Universal Design components are incorporated to minimize any distractions, such as noise-canceling headphones and ear plugs.

**Music and/or White Noise:**

- CAR Testing will provide Pandora or white noise machines when requested. This is provided in CAR Testing rooms only as availability is not guaranteed in other areas.
- Students are not permitted to use their personal devices for music or white noise.
- Students are required to utilize provided headphones and keep volume at a level that will not disrupt others.

**In-room Breaks:**

- Students are allowed to sit back, stand up, and stretch during an exam within the exam room. No additional time will be added to exams for this.
- If the student chooses to leave during the exam, the exam will be considered finished and all materials will be collected.

**No Shows:**

- If a student fails to show up for a scheduled test within fifteen (15) minutes of the test's scheduled start time, the student is considered a "no show" and the student is not permitted to take the test. CAR Testing will notify the instructor.

- There is no guarantee that the instructor will permit a make-up test; check the syllabus for the instructor's policy on late/make-up exams.
- One "grace" **no show** is permitted each term. Every future no show will require an appointment with your accommodation specialist to determine if your services will be reinstated, suspended, or conditional.

#### **Canceling or Rescheduling an Exam:**

- Before rescheduling a test, the student must obtain the instructor's permission and communicate with CAR Testing.
- If for any reason a student decides not to take a test in the CAR Testing facilities after scheduling one, the student is responsible for notifying CAR at least one (1) business day in advance. This includes choosing to take the exam in class, cancellations by the instructor, or withdrawing from a course.
- Testing accommodations may be suspended if the student **cancels** a test more than two times in a single term.

#### **Testing Room Guidelines:**

- Picture identification is required.
- Cell phones and other electronic devices (including watches) must be turned off, showed to the proctor, and stored in the provided area of the testing facilities.
- Students are responsible for bringing all necessary supplies to the test (ex. pencils, pens, erasers, and any items the instructor has allowed). CAR Testing will not provide these items.
- All personal items must be placed away from the student's testing area. Exceptions may apply for those with approved accommodations.
- Guests and children are not permitted in the testing facilities.
- Testing areas are designated to be fragrance free; please avoid wearing scented products.
- CAR Testing is not responsible for the safety of students' personal belongings.
- Please be respectful of students who may be testing.

#### **Academic Honesty:**

If a student is observed utilizing unauthorized materials, an incident report will be completed by the test proctor and sent to the instructor who will determine the consequences.

#### **During Testing the Proctor May Not:**

- Help the student with any answers.
- Be asked to interpret, define, explain, or reword questions.

#### **Incident Forms:**

- If anything out of the norm happens during a student's testing experience, an incident form will be sent to their accommodation specialist and instructor.

**I have read and understand the agreement for students using testing accommodations requested through the Center for Accessible Resources at Lane Community College.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu)