



SAINT LOUIS UNIVERSITY  
CENTER FOR ACCESSIBILITY  
DISABILITY RESOURCES

# Testing Center Policies and Procedures

## Exam/Quiz Accommodation Policies

## 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) is to ensure students are aware of the functions and processes

# Testing Center Policies

## Form Submission

### Out of Class Testing (OCT) Forms

Out of Class Testing (OCT) forms are for students with approved accommodations through CADRs. OCT forms must be completed and submitted at least 1 week prior to the requested date.

deadline policies used in order to:

- x Ensure that the testing center is staffed with proctors at the requested time
- x Allows the instructor to determine the date.

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

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

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

## 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 stud[(m)11.012 T01 Tc 0.01TCu11 T

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 school year, breaks will now be strictly monitored. \*



# Academic Integrity Policy

# Electronic Devices Policy

Students are not allowed to use any elect

# Exam/Quiz Accommodation Policy

## Allow Breaks During Exam/Quizzes

This accommodation permits students to take ~~stop~~ 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~~ this accommodation.
- 3.

### **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 (to be submitted ~~2~~ 3 days before the exam for approval).

### **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 request the accommodation on their OCT form if they intend to use this accommodation. Submission of the OCT ~~for~~ the 1 week notice policy is especially essential for these accommodations. This ensures that the testing center has staff available.

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

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

Readers and Scribes are not permitted to:

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

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