

**Student Accessibility Services**

**GAC 61**

**Phone: 585-389-2875**

**Email:** **SASoffice@naz.edu**

**Testing Center Policies and Procedures**

**Testing Center Hours**

* Exams are administered during OSS office hours, 8:30am – 4:30pm, Monday – Friday.
* Extended office hours will be in effect during finals week: 8:00am - 6:00pm.
* The Testing Center is only open to those students who are approved for any of the following accommodations:
	+ Extended time for tests and exams
	+ Distraction-reduced testing environment
	+ Screen readers
	+ Scribes
	+ Access to computers with word processors
	+ Access to computers with assistive technology
	+ Enlarged print

**Scheduling Exams**

* An exam request MUST be submitted via [Accommodate](https://naz-accommodate.symplicity.com/) at least 3 business days (72 hours) before the exam date.
* Instructors will receive an email notification to login to Accommodate to approve the requests.
* Students are expected to schedule their exams with SAS on the same day and time the exam is scheduled for the class whenever possible. If an extended time accommodation makes it impossible to take the exam within the Testing Center hours, the student may choose another appropriate day/time to take the exam. We expect students to communicate this change with their instructor as soon as possible. The instructor may deny this request to suggest an alternative time.
* We no longer allow make-up exams to be taken in the Testing Center. We recommend those students without accommodations work directly with their instructors to reschedule.
* Students may be required to present a picture ID prior to being issued their exam.
* If a student misses their exam date due to illness or any other circumstance, we recommend the student reach out to the instructor to determine an alternative date and time within the Testing Center’s hours of operation.

**Testing Center Rules**

* Students must be prompt for all testing appointments.
* Cell phones, smart watches, computers, tablets, etc. are not allowed inside the testing area. All electronic devices must be left in the SAS office. There are lock boxes available.
* All backpacks, purses, books, calculators (and covers), headphones, earbuds and other personal belongings must be left in the SAS office before exams are administered. Students are advised to leave any unnecessary items at home. If a student has an unauthorized item in their possession in the Testing Center, the item may be confiscated and their instructor may be notified.
* No books, notes, notebooks or other materials are allowed in the Testing Center unless approved by the instructor and listed in the proctoring instructions. Students caught with materials not specifically permitted by the instructor will have these materials confiscated. The incident will be reported to the instructor. It is recommended students confirm what materials are allowed during testing with their instructor and that the Testing Center has been notified.
* SAS adheres to the College’s Academic Honesty Policy. If a student is suspected of academic dishonesty while taking an exam in the Testing Center, the exam may be stopped immediately and SAS will contact the course instructor. If the exam is stopped, it may resume only with the instructor’s permission. All incidents of suspected academic dishonesty will be reported to the instructor and SAS Director.
* All Testing Center computers are monitored through proctoring software. All internet usage is closely monitored. Any improper use of computers during an exam will be reported to the instructor.
* Proctors may not assist students on any aspects of a test except to clarify test instructions.
* Students may not leave the room for any reason without the permission of the Testing Center staff. It is advised that students address all personal needs prior to the start of their exam.

**Remember**

* It is the legal obligation of the University to uphold student accommodations.
* Please do not forget to upload exams into Accommodate. Instructions on how to do so can be found [here.](https://docs.google.com/document/d/1543DRXu6yQGcC7bQUBmGeXdgUnbIX3CVyrgGHxqTstw/edit?usp=sharing)
	+ Please include a preferred contact method during the student’s exam time. We will use this number to contact when student questions arise.
* Please be mindful of any additional information you might share with students testing in class that will need to be relayed to students in the Testing Center. This may include extra time, clarification on question wording or context, typos, extra credit, etc. **Please email or call the Testing Center with any updated or supplemental information to be shared with your students to ensure an equitable experience.**
* If your exam is being administered in Moodle, please be sure to [apply extended time](https://sites.google.com/naz.edu/moodlehelp/moodle-assignment-dropboxes/adding-timing-accommodations) for approved students in advance of the exam.**This cannot be done by the Testing Center.** Please note that both the length of the exam and the window of time the exam is open must be adjusted.
* If you are enabling Lockdown Browser on your exams and have questions about how this might impact student accommodations, please reach out to the Testing Center.  Since the Testing Center will be live proctoring all exams, we ask that you *do not* enable the Respondus Monitor feature, requiring the use of a webcam. The Testing Center cannot provide separate testing locations for students using Respondus Monitor.

Please reach out to the Testing Center with any questions by emailing SASoffice@naz.edu.**Thank you for your support of our students!**