

Attention: ARC testing accommodations are only for students registered and approved with Disability Support Services.

Academic Resource Center

Test Accommodation Procedures

Accessing Testing Accommodations

A student seeking to utilize the ARC for testing accommodations must first have applied for and been approved for academic accommodation(s) from the Disability Support Services Coordinator (DSSC). The student must have an accommodation letter from the DSSC specifying the approved testing accommodations and turn in the letter to their course instructors and ARC staff. Please note that the ARC will make every effort to meet each individual students needs. However, due to scheduling and volume, students should be aware that private testing rooms may not be available. If you need information on how to apply for Disability Support Services, please refer to the [Student Handbook](#) or the [Disability Support Services](#) web page (www.gmc.edu/students/disabilitysupport/).

Using Testing Accommodations

Students must first submit accommodation letters to each course instructor and the ARC staff. Students must inform their course instructors of their intent to use testing accommodations in the alternative testing room at the ARC. **This must be done for each test or quiz to be taken at the ARC.**

Students have a responsibility to:

- Inform their course instructors of their intent to use testing accommodations in the alternative testing room at the ARC
- Schedule a testing date and time with ARC staff at least one week prior to the testing date.
- Inform your instructor of the ARC testing date/time.
- Arrive on time for the test. This is your scheduled test period. No further scheduling will be made without prior approval from the instructor (See section: No Show, Cancellation, or Rescheduling).

Faculty has the responsibility to:

- Complete the ARC testing accommodation form.
- Discuss with the student what materials are allowed for the test e.g. notes, text, calculator etc. and document these on the form.
- Fully complete testing accommodation form.
- Submit testing accommodation form with exam attached at least one day prior to student's appointment.
- Pick up the exam from the Assistant Director of the ARC on the second floor of Lourdes Library.

Faculty members are responsible for the delivery and pick-up of the exam. Students should call the Assistant Director at the Academic Resource Center (x201) at least one week in advance to make an appointment to take the exam within the required time. Space is limited, so students will be scheduled in the Testing Room on a first come, first serve basis. However, the student will not be monitored during the testing time. The room can accommodate students needing extended time or use of Kurzweil. We cannot process accommodations the same day of the test; most testing dates are on your syllabus, so plan ahead.

Time Allotted for Test

Students are given the time indicated on the ARC Testing Accommodation Form for completing an exam. The test will stop at the designated end time. No additional warnings are provided.

Arrive On Time

The test begins at the time originally requested, regardless of the time a student actually arrives, similar to what would be expected in the classroom. Arrive at least 5 minutes before scheduled start time of exam. **Please arrive on time; we don't allow extra time if you arrive late.**

No Show, Cancellation or Rescheduling

A "no show" is anyone arriving 30 minutes or later to the exam. If a student does not show for an exam, the unused test will be returned to the instructor.

Contact your instructor immediately. Making up an exam is at the instructor's discretion. If a makeup time is approved, the instructor must fill out another testing accommodation, and the student must contact the ARC to schedule an appointment.

Bathroom Breaks

It is recommended that you use the restroom before starting your exam. However, if you need a bathroom break, testing time is not extended.

Academic Integrity

All students are expected to follow the appropriate Code of Conduct during an exam. Please refer to the [Student Handbook](#) for more information. The instructor indicates on the testing accommodation form what aids may be used for each test. The use of any unauthorized aids such as texts, notes, "cheat sheets," and/or calculators to gain an advantage on a test will be reported to the instructor. At your instructor's discretion, sanctions will be applied according to the student handbook.

All books, back packs, cell phones and other unauthorized materials will be kept in the Assistant Director's office until the end of the testing period. When the student returns the completed test to the proctor, all belongings will be returned to the student. The student may not see or alter the test at this point.

Test Location

The ARC is located on the second floor of Lourdes Library. Tests are kept in the Assistant Director's office.

Hours of Operation for Testing Accommodations

Regular Fall and Spring Semesters:

Monday – Thursday 9:00am – 7:30pm

Friday 9:00am- 2:00pm Additional hours may be available. Contact the Assistant Director (x201) for information.

Adapted from forms from Cabrini College, San Francisco State University, and Louisiana Tech.