



## **Accommodated Testing Frequently Asked Questions for Students**

### **1. What are my responsibilities for accommodated testing?**

- a. Provide a copy of the Accommodation Letter to the professor of any course where Testing Accommodations may be requested. You may request that Accessibility Services assist with this process.
- b. Use the online scheduling system SpaceFinder to make an appointment for any test that you'd like to take in the Student Success Center. It is recommended that all tests be scheduled at least one week in advance.
  - i. Students should try to schedule their test as close to the same day and time as the rest of the class as possible without interfering with attendance of another class.
  - ii. For example, if the class is scheduled to take a test at 2:00pm on Wednesday, your appointment should also be at 2:00pm on Wednesday. If you need a 2 hour appointment because of the time and a half accommodation you should plan to test from 2:00pm to 4:00pm. If this interferes with another class, you should choose the closest available day and time that allows you the 2 hour appointment OR adjust the time (for the example above, you could take your test from 1:00 – 3:00).
  - iii. You should be taking the test the same day, the day before, or the day after the rest of the class.
  - iv. If this is not possible due to scheduling issues, students are responsible for speaking with the professor to explain the issue and determine the testing deadline.
  - v. You will need to include in SpaceFinder your request for any approved Accommodations for testing, including a scribe, reader, note card, computer, laptop, or ability to listen to music.
- c. Once scheduled, it is the student's responsibility to inform the instructor about this appointment request, to adhere to the instructor's testing deadline, and to allow sufficient time (a minimum of one day) for the instructor to deliver the test to the Student Success Center.
- d. Comply with all Mount Mary University and Student Success Center policies as they relate to attendance, testing, and academic honesty.

### **2. What happens if I have a question during testing?**

- a. Students are able to leave their room and ask a Proctor (or other professional SSC staff) for assistance in contacting faculty regarding their question. However, students should be aware that it is not always possible to reach faculty during testing to ask their question. In that case, students are encouraged to write their question on the exam or on another sheet of paper. Proctors will include this information with the test. Students can work with faculty after the testing time to address their question.
- b. The testing clock is "paused" when you step out of your room to ask your question.

3. **What happens if I have to go to the bathroom during testing?**
  - a. Students are encouraged to use the bathroom prior to testing. Students who require frequent bathroom breaks may request that they be allowed a break during testing as needed, which will be included in their Accommodation Letter. If it is not possible, students should advise their proctor that they need to use the restroom. The clock should be “paused” for this.
  - b. **Note:** students are unable to access their phone, notes, smart watch, etc. when they take a break to use the bathroom.
  
4. **What happens when I come to the SSC to take my test?**
  - a. Arrive at the SSC on the first floor of Haggerty Library 5-10 minutes before your appointment. You can advise the front desk that you are here to take a test, or, you can walk into the SSC and turn left to reach the Testing Center.
  - b. The Proctor (or SSC Professional Staff) will ask you to turn your phone off and put it away in a locker. Your bag, coat, notes, smart watch, etc. will also be placed in a locker. You will not be allowed access to this material during testing, including any breaks.
  - c. The Proctor will direct you to your testing room and allow you to unpack any approved testing items, such as a note card, laptop, or assistive technology.
    - i. To ensure academic integrity, students who have been approved to listen to music will be provided with a set of wireless, noise cancelling headphones to be used during testing. Your phone will remain outside of the testing space during testing (e.g. you will start your playlist, and then lock your phone in your locker). Headphones will need to be returned to the Proctor after testing. You may not request access to your phone during testing for any reason.
  - d. When you are ready to begin, the Proctor will provide you with testing materials and your time will begin. If you need help, you may exit your room and request assistance from your Proctor or SSC Professional Staff.
  - e. When you are done, you may exit your room and advise your Proctor or SSC Professional Staff that you have finished testing. You will provide your test to the Proctor, who will return them to the instructor. You do not have to remain until the end of your testing time.
  - f. Proctors will usually let you know when you have about 10 minutes left, but that is not guaranteed, so be sure to take note of your time.
  
5. **What are the hours of the Testing Center?**
  - a. Students may schedule Accommodated Tests between 9:00 a.m. – 8:00 p.m. on Monday – Thursday. Tests may be scheduled between 9:00 a.m. – 4:00 p.m. on Friday.

- 6. I've been approved to take tests in the Student Success Center. Do I have to take all of my tests in the SSC? Can I choose which ones to take, or only take some tests in the SSC?**
  - a. Students who receive Accommodations are not required to complete all tests, exams, and quizzes in the SSC. Students may use their personal judgement to determine if they would like to test in the standard classroom or in the testing center. However, students who choose not to test in the SSC and find that they may have performed poorly in the in classroom test are not able to retake a test in the SSC.
  
- 7. What if I'm sick or need to change my appointment?**
  - a. Although tests are administered in the SSC, we are not able to give students permission to change their appointments. You should email your professor to get permission to change your appointment, and then forward that email to the Testing Center at [mmu-testing@mtmary.edu](mailto:mmu-testing@mtmary.edu)