

SUBJECT:	Testing Center Course Examination
REVIEWED/REVISED:	2/2020
RELATED POLICY:	Services and Accommodations for Students with Disabilities
PURPOSE:	To communicate course examination procedures within testing center environment.
POLICY OWNER:	Chief Student Officer/Dean of Students

Nebraska Methodist College (NMC) complies with the Americans with Disabilities Act as amended in 2008 and Section 504 of the Rehabilitation Act of 1973. Among other things, the ADA and Section 504 require NMC to make reasonable modifications to its policies, practices, or procedures including adjustments to course examinations to ensure that the results of the evaluation represents the student's true achievement in the course. In accordance with these laws, NMC has established the following policy:

Course Examinations Adjustments:

Recognizing that some students require testing adjustments due to the presence of a qualified disability, testing accommodations may be available. Determinations of the need for such adjustment are made on a case-by-case specific basis when supported by appropriate documentation. For the purposes of clarification, "test" refers to any timed quiz or exam used to assess student knowledge. The accommodations may include (but are not limited to) completing timed quizzes or tests with an extended time limit and/or completing quizzes or tests in a separate location, depending upon the nature and impact of the disability. Faculty determine whether adjustments to the test(s) are consistent with their course objectives or results in a substantial change in curriculum.

Student Responsibilities:

It is the responsibility of the student to inform faculty of their need for adjustment. Students should provide a copy of their accommodations letter to faculty members as early in the semester as possible to ensure faculty are aware that they are eligible for test accommodations.

- As early in the semester as possible, students should meet with the Academic Success Department to submit exam dates and times based on course syllabi by completing the Accommodations Testing Form for each course they wish to utilize their accommodations. Exams may not be available for you if you do not submit your test dates.
- Students are expected to take tests at the same time as their classmates. The student must make arrangements with the faculty (prior to the test date) to take the test at a different time than the class.
- With less than one week's notice, Academic Success Department cannot assure that the student will be able to take the test Academic Success staff due to limited space and staff availability; therefore, the accommodations may have to be arranged directly with the faculty. This requirement is waived for tests or quizzes given without one week's notice.
- Upon informing faculty of the need for accommodation, the student must confirm correct dates and times of scheduled tests requiring accommodation with faculty.

- The student will deliver the completed and confirmed Accommodations Testing Form to the Academic Success Department to ensure test dates/times are scheduled appropriately following faculty confirmation.
- Once a student's test is scheduled, the student and appropriate faculty member(s) will receive a confirmation email outlining the date, time, location, and any other relevant testing information via NMC's email.
- Upon accepting the testing appointment, the appointment will be placed on the student's NMC Outlook calendar for future reference.
- Any later updates or changes approved by faculty or required by staff availability will be reflected in that appointment.
- The student must notify the faculty prior to the test date if the student plans to take the test in the classroom; not using test accommodations.

Faculty Responsibilities:

It is the responsibility of the faculty to review exam information identified on the Accommodations Testing Form with the student upon being informed of the student's disability status. Initiated by the student, the form should be reviewed as early in the semester as possible in order to assure time to make appropriate testing arrangements.

1. **CONFIRM EXAM DATES/TIMES AND APPROVED EXAM AIDS:** Review the Accommodations Testing Form with the student. Once a student's test is scheduled, faculty will receive a confirmation email outlining the date, time, location, and any other relevant testing information via NMC's email.
2. **DELIVER THE EXAM:** All exam materials must be submitted to the person/location identified in the exam appointment email confirmation at least 24 hours prior to the scheduled test.
3. **PICK UP THE EXAM:** Exams will be returned to faculty mailboxes by the end of the work day on the day of the test.

General Guidelines:

- Any suspected academic misconduct will be documented and reported to the instructor.
- Testing Center opens at 7:00am (exceptions will be made on an individual basis).
- Every effort will be made to provide a quiet testing location for students. While classrooms, meeting rooms, or office space may be utilized, the selected location will be based on room availability, and therefore cannot guarantee a completely quiet or distraction-free environment.
- Exams will be monitored virtually or in-person Academic Success or OSE staff based on availability. Without exception, student workers do not monitor exams. Proctors observe tests virtually via camera or in person to ensure the basic security and integrity of tests. A proctor will be present the entire time students are testing.
- Unless noted by faculty in the Accommodations Testing Form, no testing materials aside from a writing utensil and/or blank scratch paper will be permitted.
- If necessitated by students' documented needs, proctors may provide reading/writing assistance. The proctor is not permitted to answer any questions regarding the test material itself.

ACCOMMODATION TESTING FORM: STUDENT AND FACULTY GUIDELINES

STUDENT INFORMATION

STUDENT'S NAME:	SEMESTER/YEAR:
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INSTRUCTOR/COURSE INFORMATION

INSTRUCTOR'S NAME:	
COURSE NUMBER:	

EXAM INFORMATION

DATE:	TYPE: (exam, quiz)	START TIME (for all other students):	TIME ALLOTTED (in hours):	APPROVED EXAM AID(S): (calculator, scratch paper, notes, etc.)

AFTER THE EXAM(S), THE STUDENT: is free to go / must return to class in room _____ at _____

EXAM DELIVERY

- _____ ONLINE EXAM(S)
- _____ INSTRUCTOR WILL DELIVER
- _____ INSTRUCTOR WILL EMAIL

EXAM PICK UP: All exams will be delivered to faculty mailboxes by the end of the work day on the day of the exam. Faculty are welcome to stop by the Academic Success Department to pick up exams.

INSTRUCTIONS FOR STAFF FROM FACULTY

DIRECTIONS SHOULD THE STUDENT ARRIVE LATE FOR THE EXAM:
DIRECTIONS SHOULD THE STUDENT HAVE QUESTIONS DURING THE EXAM:
DIRECTIONS SHOULD STAFF SUSPECT STUDENT IS CHEATING (e.g., take exam, take materials and allow to complete exam, etc.) IN ADDITION TO INFORMING FACULTY:
OTHER COMMENTS:

I, _____, have reviewed the Accommodations Testing Form and policies above and understand the decision to utilize the accommodations afforded me is my own. I also understand that it is my responsibility to request these testing accommodations in a timely manner to allow for scheduling. I will inform faculty of my intention to utilize accommodations as exams approach as identified in the Course Examinations Policy. I will arrive on time for exams and will contact my instructor and the Coordinator of Academic Success if unable to do so.

Signature of Student _____ Date _____

I have reviewed the Accommodations Testing Form and policies above with the student and confirm its accuracy. I will inform the Coordinator of Academic Success of any changes should they arise. I understand that changes made without sufficient notice may result in my coordinating the student’s testing needs on my own due to limited staff or room availability.

Signature of Faculty Member _____ Date _____

GENERAL QUESTIONS/COMMENTS:

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