

**COLUMBUS STATE COMMUNITY COLLEGE
DISABILITY SERVICES
ADAPTIVE TESTING**

Disability Services (DS) provides testing services for all students who are registered with DS and have been approved for testing accommodations. All tests are administered and monitored by trained staff. Upon receipt, each test is secured in our offices until the scheduled date and time. All staff members understand that test integrity is vital for students, faculty, and staff. **Tests need to be received by DS 48 hours in advance for conversion into alternate media.**

If you have questions regarding any of our testing procedures, please contact DS which is located in Eibling Hall, Room101, Phone 614-287-5089 v/tty, or email disability@csc.edu. You may also contact the Assistant Director at 614-287-2571 v/tty.

It is the student's responsibility to schedule tests to meet their individual course testing deadlines.

REPORTING TO DS TO TAKE A TEST

1. All students must report to the Resource Center Desk in Eibling Hall room 101 **ON TIME** for every test taken. Report to DS with only the items needed for testing. All book bags will be stored outside of the testing room and cell phones must be OFF.
2. You must know your faculty member's name, course name and number and which test you plan to take.
3. Upon completion, tests will be placed in the faculty's folder for pick up or delivered by interoffice mail.

**OFFICIAL (STATE, COLLEGE, or BUSINESS) PHOTO
IDENTIFICATION MAY BE REQUIRED FOR ALL TESTS**

TESTING DATES AND TIMES

NOTE: Appointments **ARE** required. Please plan sufficient time for taking your test(s). Tests should be taken at the same time the class is taking them. Any exceptions or other arrangements must be approved by faculty or DS. **Tests WILL NOT be distributed one hour prior to closing and tests must be finished by DS' closing time.**

HOURS OF OPERATION:

MONDAY – THURSDAY	8:00AM – 7:00PM
FRIDAY	9:00AM – 5:00PM
SATURDAY/SUNDAY	CLOSED

NO CHILDREN, FOOD, BEVERAGES OR CELL PHONES ARE ALLOWED IN

THE TESTING AREA