COLUMBUS STATE
DISABILITY SERVICES

# Disability Services @ CSCC Testing Procedures

1. At the beginning of each semester, stop in at Disability Services to obtain one (1) Student Testing Agreement Request (STAR) form for each class you will be taking.

    a. For each class, fill out the "To Be Completed by Student" section.
    b. Discuss your testing schedule and requested accommodations with each instructor, and have them sign the form. You are responsible for communicating with each of your instructors and DS regarding changes in the testing schedules throughout the semester.
    c. Return completed and signed STAR forms to DS.

2. To Schedule Tests: All tests must be scheduled at least 2 business days in advance (DS is not open Sat. or Sun.) and should be taken at the same time the class is taking the exam unless other arrangements have been approved by you instructor. DS encourages students to schedule for final exams as soon as possible.

3. NO unscheduled/walk - in tests will be permitted.

4. Schedule online (www.cscc.edu/services/disability/appointment-request.shtml), in-person, or by phone (614-287-5089.)

5. Based on approved accommodations, students registered with Disability Services may:
    - Take tests with the class
    - Take tests with accommodations arranged by instructor
    - Take tests at DS testing center
    - Take tests at AQ testing center

6. To Reschedule: Students are responsible for rescheduling the test with both the DS Testing Center and the instructor at least 2 business days in advance. Deadline extensions will require instructor approval.

7. Students are responsible for contacting DS to cancel an appointment or to notify us that you have withdrawn from the class.

8. All Students are expected to be ON TIME for testing appointments. If late, students may be required to re-schedule for a later date.

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9. Tests will start no later than 2 hours prior to DS closing time. The last available testing appointments are as follows:

    - Monday and Thursday at 4:00PM
    - Tuesday and Wednesday at 3:00PM
    - Friday at 2:30PM.
        - (For example, if a test is scheduled for Friday, the student must begin taking the test by 2:30PM since the DS testing desk closes at 4:30).

10. No food, beverages, or gum are permitted in the testing room.

11. No children are permitted in the testing room/computer lab. Children should not be left unattended in the waiting area.

12. Book bags/class materials must be placed outside the testing room in the lockers in the Testing Center. Purses are to be closed and placed under the table in the testing room away from easy reach. Disability Services will not be responsible for lost or stolen items.

13. ID may be required in order to start a test.

14. Students are responsible for providing personal testing materials. This includes pen, pencils, calculators, and erasers. Note: To maintain the integrity of all tests, all calculator memory will be cleared upon student arrival.

15. In order to take a restroom break, students must check in and out with desk staff. Students may not leave the building or go outside to smoke.

16. Testing areas are video monitored and DS staff may enter testing rooms at any time to perform a random integrity check.

17. Cell phones must be turned off. Students are not to access cell phones during exams or approved breaks for any reason. If a cell phone rings during the test, the test will be stopped and the exam will be returned to the instructor. It is then the student's responsibility to contact their instructor and meet with the Disability Services Testing Coordinator or Assistant Director.

18. If a student is found cheating, the test will be stopped. All materials used to cheat will be taken and sent to the instructor with the test. Disability Services will include an explanation to the instructor and fill out an incident report for the Office of Student Life. The instructor will determine the course of action to take regarding academic misconduct (CSCC Academic & Behavioral Misconduct Policy no. 7-10, procedure E). The above policy can be found in your CSCC student handbook.