Disability Services Testing Procedures

1. At the beginning of each semester, students should complete one (1) STAR form for each class for which they plan to use testing accommodations. Instructions for this form, and the link to complete it, are available on our website at: http://www.cscc.edu/services/disability/student-testing.shtml

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.


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, Delaware, or RLC testing center

   **DS highly recommends that students notify their instructor(s) of their testing location preferences a week in advance of the test**

6. To Reschedule: Students are responsible for rescheduling the test with 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 Students are responsible for contacting DS to cancel an appointment or to notify us that you have withdrawn from the class.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.

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.
   o (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.

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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 as well as upon test completion. DS will provide/issue scrap paper, if needed. Please note that all scrap paper will be collected at the end of every exam/quiz.

15. In order to take a restroom break, students must check in and out with desk staff. Students may not leave the building for any reason. Students utilizing the restroom must utilize the bathrooms located on the 1st floor of Eibling Hall. If the 1st floor bathrooms are unavailable at the time of the break, the student MUST notify Testing Center staff prior to going to a restroom on an alternate floor. Students not approved for frequent breaks will be limited to a two (2) break maximum.

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 are not permitted in the testing arenas, even if turned off. Cell phones and other unapproved electronic devices (such as smart watches) must either be stored in a locker, turned over to the Testing Desk staff for storage while testing, or left in a location outside of Disability Services. All students are welcome to bring a lock to secure their personal belongings in any available locker during testing. Students are not to access cell phones during exams or approved breaks for any reason. If a student is found accessing a cell phone during a test or an approved break, the test will be stopped, an incident report will be filled out, 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 Supervisor of Student Access.

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 Conduct. 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.