

Testing Accommodations

Examples of Testing Accommodations

- **Extended time-** The specific amount of extended time depends on the impact of the disability and is determined by the student's Disability Specialist.
- **Distraction reduced space-** Small, quiet rooms are available for testing; we are unable to guarantee isolated space.
- **Test proctors (reader and/or scribe)-** Readers may read and repeat test questions verbatim for student. Scribes write down answers to test questions verbatim as dictated by student.
- **Use of technology on tests-** Includes computers, CCTV, adaptive software, etc. depending on a student's disability-related needs. Students are not permitted to use their own personal devices when testing.

Possible Testing Locations

1. Take tests with the class without utilizing accommodations.
2. Take tests with appropriate accommodations by working with instructors to agree on time/place.
3. Take tests at alternative testing location assigned during the student's intake appointment. Assigned alternative testing location will be either:
 - a. **Counseling & Testing Center (CC)**, (330) 972-7084, in Simmons Hall 304. This is a certified testing site through the National College Testing Association.
 - b. **Office of Accessibility (OA)**, (330) 972-7928, in Simmons Hall 105.
4. Take tests at **Computer Based Assessment & Evaluation**, (330) 972-6511, in Schrank Hall North 153, if that is the requirement of the course.
5. Take tests on **Brightspace** with appropriate accommodations, if that is the requirement of the course. The student should work directly with his/her instructor to request testing accommodations. Students should contact their instructor prior to each exam to ensure the proper time extension has been allotted. Test requests are not necessary for Brightspace exams unless the student is requesting use of a reader and/or scribe.

Guidelines for Utilizing Testing Accommodations

Scheduling Exams

- Students need to talk with their instructors **in advance** for each test they will be using their testing accommodations, so the instructor is aware, can provide the student with any necessary information, and can complete the Accessibility Testing Agreement in STARS.
- Students who wish to utilize testing accommodations in their assigned testing location (either OA or CC) must request tests through **STARS**; (<https://york.accessiblelearning.com/Akron>) Alternative Testing tab.
- Test requests must be made **at least four business days for tests and quizzes, and one full week in advance for midterms and finals** prior to the testing date to allow for coordination of services. Requests submitted with less notice than outlined above are considered **late**.
- Once an exam request is submitted in STARS, the instructor will receive an automated email that includes the date and time of the test, along with the accommodations the student is requesting. The email will request for the instructor to send a copy of the test to the appropriate testing location.
- If a student requests a test **late**, we will attempt to fulfill the request based on availability. Students should anticipate most late requests being denied.
- If a test date changes or a student needs to cancel an exam, **students must modify their exam request**

through STARS. Changes in test date must be approved by instructor.

- Students with testing accommodations **may use their testing accommodations for any test, quiz, or examination.**

Testing in the Office of Accessibility or Counseling & Testing Center

- Please arrive **on time** for all scheduled tests.
- If you arrive late for a scheduled test at either location, **you may be asked to reschedule, contact your instructor, and/or have to forfeit your full extended time.** Your late attendance will be noted.
- Please bring your Zip Card to all testing appointments. Examinees may be required to provide photo identification and to sign-in before their exam.
- Before beginning an exam, students must put their personal belongings in the designated cabinet or area. All personal belongings are kept in a locked cabinet until the exam is returned to testing staff. Examinees are not permitted access to personal belongings during exams and may only take into the testing room materials indicated by the instructor on the Accessibility Testing Agreement.
- All cell phones, smart watches, and other such devices must be placed in the designated area.
- All tests are administered according to instructions provided in the Accessibility Testing Agreement and administration procedures will not be altered without instructor permission. Only those materials specified as permitted on the Accessibility Testing Agreement will be permitted in the testing room.
- All testing rooms are monitored by a video surveillance system and any suspected misconduct will be reported to the student's instructor and the Office of Student Conduct and Community Standards.
- Students are strongly encouraged to view the Accessibility Testing Agreement completed by their instructor in STARS prior to their testing date to ensure students arrive with the appropriate materials and expectations for the exam.

Testing at Computer Based Assessment & Evaluation

Students taking exams at Computer Based Assessment and Evaluation (CBA&E) must confirm with the instructor at the beginning of the semester that they will be using their exam accommodations. CBAE Staff can verify your accommodations via STARS.

Students who wish to utilize testing accommodations need to:

1. Email testing@uakron.edu or call CBA&E at 330-972-6511 x3 to reserve the distraction-reduced testing room in Schrank Hall North 152.
2. **If a reader or scribe is required**, request testing accommodations in STARS **AND** notify CBA&E that you will have a reader or scribe present. You must select the time extension (OA) when you submit the request. **Please make a note that the exam will take place in CBA&E in the Additional Comments section** of the Alternative Testing request form. You will meet your reader/scribe in Schrank Hall North room 153; from there you will be escorted to your testing space.