

## Accommodated Testing Policy and Procedures

Students with Disabilities may be eligible for testing accommodations through the Office for Disability & Access (ODA). If the ODA has approved a testing accommodation, it will appear on an Accommodation Letter that goes out to faculty. All students must adhere to the Academic Integrity and Student Honor Code.

### Student Responsibilities:

1. Notify instructors of your testing accommodation each semester:  
  
At the beginning of each semester, request testing accommodations through the ODA Online portal. Your instructors will receive an emailed 'Faculty Notification Letter' (aka Accommodation Letter) that lists your selected accommodations.
2. Schedule Exams through the 'Alternative Testing' tab in your ODA Online portal:
  - o Scheduling an exam through your ODA Online Profile is REQUIRED for any Oberlin College course-related exam/quiz for which you would like accommodations. \* When scheduling, indicate which alternative testing accommodations you will apply to that exam.
  - o Schedule your exam **at least three business days before** your test/quiz. Due to testing center capacity and scheduling, drop-in testing is not available. Finals must be scheduled 5 business days before the exam (see the 'Finals Week' section of this policy below).
  - o When scheduled with ODA, your exam time must overlap with the day(s) and time(s) of the planned in-class exam. Only extenuating circumstances\* are considered for alternative testing times and must be approved in advance by the ODA testing center staff and your professor. Extenuating circumstances are determined on a case-by-case basis.
3. The ODA recommends that you remind your professor during the class period/day **before** the test that you will be testing at the ODA testing center. This helps remind the professor to send the exam and any necessary materials to ODA. If ODA does not receive the exam by the scheduled start time, ODA will assist with coordinating an alternative testing time. ODA will AIM to schedule the exam as close to the original testing time and date as possible.
4. BE ON TIME! Like in-class exams, your late arrival to an exam can impact the students around you and may affect your extended testing time. Please arrive 5-10 minutes early to check in for your exam. Due to testing center capacity and scheduling, if you are more than 10 minutes late for your test, you may be asked to reschedule your exam, which may require permission from your instructor. There is no guarantee the professor will approve a time adjustment if you are late. If you arrive more than 10 minutes late but within your scheduled time, you may opt to take the exam with the scheduled time remaining (for example- if you have a 90 minute exam scheduled to start at 9am, but you show up at 9:30am, you have the option of using the remaining hour to take the exam. The end time will remain the same unless the professor has approved a time adjustment).

5. You must bring a photo ID (e.g. your Oberlin Student ID or driver's license) to check in for your exam. Digital ID's are accepted. You will need to arrive at the testing center with all the materials required for the exam, not provided by the professor, that you would ordinarily bring with you to class (e.g., calculator, writing instrument). The ODA Testing Center supplies are limited, and availability is not guaranteed.
6. To minimize distraction for other students in the Testing Center, a secure location is available for unnecessary personal belongings. Backpacks, purses, oversized jackets, or other personal devices should be stored when possible. Any electronic devices should be silenced before being stored in the lockers. You can bring your earplugs for your exams if you wish. Unless otherwise approved, you may not bring anything electronic (earbuds, headphones, etc). Noise-reducing headphones may be provided upon request. **Note:** The Student Testing Center is not responsible for lost or stolen items. Please leave any unnecessary items at home.
7. Your test will start at your assigned exam time, as discussed by you and your instructor. You must complete your exam within your scheduled time frame. If you need more time, please consult your instructor about the exam. If your exam begins late at the fault of the testing center, you will be allotted your full exam time. Official exam time is tracked in ODA Online. Students are encouraged to keep track of their remaining time via the clocks in the testing area, with a courtesy timer provided by the ATC, or by asking ATC staff how much time they have remaining in their session.
8. Students are expected to remain in the ODA wing during testing. Restroom and break facilities are available. Students must notify Testing Center staff if they need to take a break. Once the student leaves the ODA Testing Center, their exam end time will be recorded, and ODA staff will collect the exam to return to the professor. If the student must leave the testing center before the exam has been completed (or before their allotted time has finished) due to an emergency, the appropriate next steps will be determined on a case-by-case basis.
9. Students testing with the Office for Disability & Access must adhere to Oberlin's Student Honor Code. Violations of the Honor Code may result in academic disciplinary action and/or a referral to the Office of Student Conduct and Community Standards.
10. If you have scheduled an exam with ODA and, for any reason, you will not be taking your exam in the testing center, please cancel your scheduled exam in ODA Online or by calling 440-775-5588 for assistance. Missing an exam without communicating with the ODA will result in the exam being documented as a "No-Show" exam. Students with multiple instances (i.e. 3 or more) of "No-Show" exams with ODA will be asked to schedule a meeting with the Accommodated Testing Manager and/or the ODA Director prior to scheduling their next exam.

**\*Special Circumstances:**

**Pop Quizzes:**

Discuss the nature and intent of pop quizzes with your instructor, prior to your first assessment, to determine if you would like to use testing accommodations. If you decide to utilize testing accommodations for these assessments, ODA can partner with you and your professor for ways to coordinate.

**Finals Week:**

Students opting to utilize testing accommodations with the ODA during the final examination period can limit their exams to two per day. ODA monitors final exams in sessions rather than scheduling individual exam times. Students will be expected to arrive 15 minutes prior to the start time for each session. Students must take their final exams on the day and during the session which overlaps the most with their in-class final exams. Only extenuating circumstances\* are considered for alternative testing sessions. Approval from the ODA, AARC, and instructor is required for an alternative testing time and must be established in advance. Finals must be scheduled 5 business days before the exam.

<b>Morning Session:</b>	9:00 am – 1:00 pm (Students must arrive to check-in at 8:45 am)
<b>Afternoon Session:</b>	1:30 pm – 5:30 pm (Students must arrive to check-in at 1:15 pm)
<b>Evening Session:</b>	6:00 pm – 10:00 pm (Students must arrive to check-in at 5:45 pm)

*Example:*

*A class that meets during the semester on T/R at 9:00 am will have an in-class final on Thursday of finals week at 2 pm. A student scheduling their final exam with ODA would schedule their exam on Thursday during the Afternoon Session and would be expected to arrive at ODA at 12:45 pm to check in for their 1:00 exam.*

\*Travel plans are **not** considered extenuating circumstances. Extenuating circumstances are determined on a case-by-case basis, in conjunction with campus partners when needed.

**ODA Responsibilities:**

1. Maintain Exam Integrity.
2. Make every reasonable effort to facilitate the exam simultaneously with the scheduled in-class exam.
3. Coordinate the testing spaces per individual accommodations.
4. Ensure students have the allowed materials indicated on the 'Exam Instructions' before the exam starts.
5. Communicate with students and professors regarding testing logistics when needed.
6. Provide support to faculty, staff, and students.
7. Return the exam to the professor in a timely manner.
8. Understand that the Honor Code applies in the Accommodated Testing Center.

**Instructor Responsibilities:**

1. Complete the Course Information Form for Alternative Testing for every applicable course at the beginning of each semester.
2. Complete the 'Exam Instructions' for each scheduled exam.
3. Ensure that the exam, instructions, and any necessary additional materials (i.e., blue book) are sent to ODA before the scheduled start time.
4. Be available for questions during the scheduled time of the student's exam via the contact method indicated in the Exam Instructions.
5. Understand that the Honor Code applies in the Accommodated Testing Center.
6. Maintain communication with the ODA regarding exam needs and schedules.