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# JEFFERSON COLLEGE of HEALTH SCIENCES

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## Student Affairs

### **Policies for Faculty Requesting Disability Services Proctoring of Students Eligible to Receive Accommodated Testing**

If you are unable to provide a separate, quiet room for testing, the Learning and Writing Center may be able to proctor. The student is responsible for scheduling these tests—preferably at the start of the semester by completing the SSD Accommodated Testing Schedule form for each class—but at least one week in advance of the test.

Please be aware for the following procedure, policies, and reminders for LWC proctoring of accommodated tests:

- The student must take his or her test on the same day as the rest of the class between 8:00AM & 5:00PM, unless other arrangements have been made and approved by the instructor and Disability Coordinator. **The Disability Coordinator cannot proctor tests outside of these hours**, and the instructor must make other arrangements to provide testing accommodations.
- Testing accommodations will be provided for classroom and lab tests and quizzes, but not for any practical lab tests (unless physical accommodations are needed, or different arrangements are made with the Disability Coordinator.)
- Each student must notify his or her instructor if he or she plans to take tests in the Disability Center. Emailing the Disability Coordinator at [krwinters@jchs.edu](mailto:krwinters@jchs.edu) form is the best way to ensure the Coordinator is aware of all tests that will be proctored. If tests dates are changed after notification, the Coordinator must be informed at least 48 hours prior to the test, or the instructor may be required to make other proctoring arrangements.
- **For paper-based tests:** Tests should be emailed to the Coordinator or delivered via the drop box in CRCH 507 no later than the morning of the test day. If the student is scheduled to take the test at 8:00AM, please make sure the Coordinator has the test prior to that time.
- **For computer-based tests:** Faculty must provide a paper copy of any computer-based test for students with an accommodation requiring such a format. Disability Services will not be responsible for creating these paper copies for instructors. If Disability Services will be proctoring for your students, no additional Proctor Request form is necessary.
- Once the student has completed a test, it will be returned via envelope to the person indicated on the test or *SSD Accommodated Testing Schedule* form **at the end of day on which it is taken**. If the instructor would like the test earlier, it must be picked up from at the Disability Services Office.
- Remember that students receiving testing accommodations often have extended time and may be taking their test after the rest of the class has finished. Particularly if you or your department's secretary intends to run a batch of scantrons, you may want to wait until the student has completed his or her test.
- A student may choose or decline to use any testing accommodations at his or her discretion. If the student does decline to use accommodations, the Coordinator recommends getting this information in writing. A sample ***Request Not to Use Adjustments*** form is available for this purpose and can be found on the Disability Services page online.

- Faculty does not have to provide accommodations if the student has not provided the Student Accommodation Request Form for Faculty and Faculty Testing Accommodation policy