



Testing Center Policies and Procedures:

The information provided below will assist students who have been preapproved for testing accommodations with the exam administration process. If this information does not answer a specific question, please contact Student Disability Services directly.

How to Request Exam Accommodations

1. Students must fully complete one *Testing Request Form* per exam and submit it to Student Disability Services in any one of the following ways:
 - a. Email: disabilityservices@ccsu.edu
 - b. In person: Carroll Hall, Room 150
 - c. Online through Accommodate Software select *Testing Request Form for Students*
2. Students can make exam requests as early as they are aware of exams, but *Testing Request Forms* should be submitted **at least 3-7 business days in advance of the exam date**.
3. Exams need to be taken at the same time the class is taking it. Exceptions include:
 - a. You have a class immediately after (and in some cases before) that limits your time.
 - b. You have an evening class that meets once per week and/or that begins after 6 PM.
 - c. Special arrangements have been made between you and your professor, and the professor has notified SDS of said arrangements.
4. If you have been approved for the accommodation of a READER and/or SCRIBE, please note that the need for these accommodations may alter the time and date of the exam due to the availability of a reader and/or scribe.
5. Make sure you schedule enough time to complete your exams **by 7:45 PM Monday through Thursday and by 4:45 PM on Friday**.
6. Be sure to submit *Testing Request Forms* for **FINAL EXAMS at least 7 business days in advance**. We have limited space in which to proctor exams and you want to make sure you reserve a seat.



During the Exam

1. Have your exam materials ready before entering the room. You will only be allowed to have items that have been preapproved by your professor, as indicated on the Exam Proctoring Checklist.
2. Please take care of all personal needs (food, drink, and restroom) prior to checking in for your exam. Food and drink are generally not permitted in the exam area.
3. Books, backpacks, bags, cell phones, iPads, etc. must be left in a designated area. All electronic devices must be turned off or on silent mode. This applies to everyone.
4. You must be respectful of other students who are taking exams. No talking is allowed in the SDS Testing Center.

After the Exam

Turn in all exam materials, including scratch paper, to the Testing Center Proctor before leaving.

Student's Responsibilities

1. Remind your professor that you plan to take your exam in the SDS Testing Center. Alternately, if you choose to take your exam with your professor, you will need to make arrangements with them in regards to time and place.
2. Arrive on time for your exam; failure to arrive on time compromises the SDS proctoring schedule for that day.
3. Maintain the academic integrity of the exam process and avoid all forms of cheating and plagiarism.
4. Students that are late for the scheduled exam appointment, will have the time deducted from their exam time. Should a student be really late and want to reschedule, they must contact their professor. SDS cannot make this allowance without professor permission.
5. **If you need to cancel or reschedule your exam, you must immediately notify SDS by telephone at 860-832-1952 or by email at disabilityservices@ccsu.edu. Please note that you will also need to notify your professor.** The professor will need to contact SDS with an approval, in writing, to allow the student to take the exam at another time.



Student Disability Services Responsibilities

1. Provide a distraction-reduced environment in which to take an exam.
2. Keep record of exam start and end times.
3. Maintain exam security and integrity of the SDS Testing Center.
4. Document and report all suspected violations of the CCSU Academic Misconduct Policy.
5. The proctor cannot clarify exam questions or give you help.
6. The proctor cannot give you permission to leave the proctoring area to return at another time.
7. Return completed exam to professors.

Faculty Responsibilities

1. Provide the exam to SDS via email, fax, intercampus mail, or by delivering it to SDS in advance of the scheduled exam date and time.
2. Provide a completed Exam Proctoring Checklist to SDS that identifies the time allotted non-disabled students and the materials students are permitted to use during the exam. The professor must approve the use of scratch paper, calculators, open books, open notes, etc., as applicable.
3. Notify SDS of any special circumstances regarding the exam.

SDS Testing Center Hours: Tests should be scheduled to be completed 15 minutes prior to closing.

Monday – Thursday: 8:30 AM – 8:00 PM

Friday: 8:30 AM – 5 PM