Testing Services

The Calhoun Learning Center is not primarily designed as a testing center; there is limited space and staffing for that purpose. However, tests are administered at the Learning Center for two specific reasons: 1) as an accommodation for students who are eligible for testing accommodations such as extended time, distraction-reduced environment, word processing, a reader or a scribe; and 2) as a back-up option for make-up testing on a restricted schedule.

Testing Services for Accommodated Students

Students whose accommodation plans (including temporary accommodation plans based on injury or illness) indicate that tests may be administered at the Calhoun Learning Center must comply with the following guidelines and expectations:

- Discuss with each professor what testing arrangements will work best for the student, the faculty member, the type of coursework and the testing format. Accommodation plans must be signed and returned to the Learning Center at least one week prior to taking any tests in the Learning Center.
- Schedule the testing appointment as soon as the test is announced, or at least two days in advance, either in person at the Learning Center; by calling x8287 or x8812; or by emailing “Calhoun Learning Center” or the appropriate staff member. Note: If scribe services or assistive technology are needed during a test, additional scheduling time may be required.
- Remind the professor before each test to send the test to the Learning Center.
- Take the test when the rest of the class is scheduled to take it. (If an exception to this rule needs to be made, the instructor must contact the Learning Center to reset the arrangements. Otherwise, the test will be returned to the instructor. Exceptions may be made when extended time on one test overlaps the start time of another test and when a student has more than two exams scheduled for the same day.)
- Be on time. If late for an exam, the amount of time missed may be subtracted from the allotted test-taking session.
- Check in with a Learning Center staff member directly before the exam (even in the case that you receive the test directly from the professor) and again upon completion of the exam.
- Leave all book bags, coats, etc., with of the Learning Center professional staff members. Use of MP3 players, iPods, cell phones, or any other electronic devices is not permitted during tests. (Unauthorized aids, notes, internet connections, etc., discovered during testing will be reported to the professor, and cheating of any kind will result in termination of the test.)
- Communicate only with the assigned proctor and Learning Center staff while testing.
- Submit the completed test to the Learning Center staff to be returned to the instructor.
Additional testing guidelines:

- All student test takers must remain on the third floor of the Learning Center. If you need to move testing locations for any reason, it is your responsibility to inform the Learning Center staff.
- The allotted time for each test will be determined by multiplying the class’s testing period by the extended time allowed by the individual student’s accommodation plan, generally time and a half or double time.
- Test proctors may not explain or express opinions concerning materials on the test; however, clarifications for specific purposes (directions, procedures, etc.) may be given.
- Testing will be discontinued if the student becomes ill or engages in cheating or inappropriate behavior such as verbal abuse or any form of harassment.
- All other Green Mountain College guidelines for test taking apply to the Calhoun Learning Center.

Faculty members who have students taking tests in the Learning Center are requested to:

- Deliver the test to the Learning Center at least one working day before it is to be administered, either through hand delivery or email attachment. (Electronically delivered tests must be addressed to “Calhoun Learning Center” so that all professional staff may access it as needed.)
- Include all instructions necessary for a fair administration (open book, open notes, calculator use, etc.). If the student’s testing time must differ from the class testing time (due to an overlap with extended time from a prior test or more than two exams scheduled for one day), the instructor’s preference for the rescheduled test time (earlier? later? different day?) should also be noted.
- Specify if an alternative return system is preferred. Unless other arrangements are made, completed tests and testing forms will be placed in a sealed envelope and delivered to faculty offices or campus mailboxes.
Make-up Testing Services

Generally, faculty members are expected to arrange for their own students’ make-up tests. However, as a service to students and faculty members, the Calhoun Learning Center provides some limited make-up test administration for emergencies and unusual circumstances (such as serious illness or injury). Arrangements for making up tests in the Learning Center are to be made in the following manner:

- The student and the instructor will decide when the student will make the test up. Make-up tests may be taken in the Learning Center at two times each week: Wednesdays and Fridays at 1:00 PM.
- The student will notify the Learning Center to schedule the make-up test at least two days in advance, either in person at the Learning Center; by calling x8287, x8234, x8232, or x8812; or by emailing “Calhoun Learning Center” or the appropriate staff member.
- The instructor will follow the same procedure described above for accommodated students, delivering the test and test administration instructions to the Learning Center at least one working day prior to the intended make-up test day.
- The student will arrive at the Learning Center at the appointed time, carrying identification. (The student may be turned away if Learning Center personnel cannot establish his or her identity.)
- The student must leave all bookbags, coats, etc., with of the Learning Center professional staff members. (Unauthorized aids, notes, internet connections, etc., discovered during testing will be reported to the professor, and cheating of any kind will result in termination of the test.)
- All student test takers must remain on the third floor of the Learning Center. If you need to move testing locations for any reason, it is your responsibility to inform the Learning Center staff.
- The student will communicate only with the assigned proctor and Learning Center staff while testing.
- When the test is completed, the student will submit it to the Learning Center staff to be returned to the instructor.
- All other Green Mountain College guidelines for test taking apply to taking make-up tests in the Calhoun Learning Center.

Note: Students with testing accommodations will have access to their accommodations during make-up testing.