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, x8234, x8232, 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.
- Leave all bookbags, 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:

- 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.