

### Accommodated Testing Information for Instructors

- All testing is by appointment only. Staff and seating are limited.
- Student's registered with the Office of Accessibility for testing accommodations may take their make-up exam at the Test Center ONLY if they were scheduled with us for the original test date. If the student was not originally scheduled to take a test at the OA Test Center, the student would need to speak directly to their instructor regarding their make-up options.

### **Faculty Responsibilities:**

- Assist the Office of Accessibility (OA) and Test Center in meeting our legal obligation to accommodate students with disabilities in accordance with the Americans with Disabilities Act (ADA).
- Communicate with students requesting testing accommodations to determine if they can be accommodated in class or if they will utilize the Test Center (on a test-by-test basis, or throughout the semester).
- Encourage your accommodated students to schedule all tests in a timely manner. OA requires at least **3 business days' notice**.
- Establish a clear policy for handling situations in which students miss a test. Include this policy in your course syllabus.
- Establish a clear policy for handling situations in which students are suspected of cheating or academic misconduct. Include this policy in your course syllabus.
- Keep in mind that some testing accommodations may require that a student test outside of your classroom hours (i.e. extended time will interfere with another class or cause the student to go past our hours of operation).
- Promptly complete the Test Request Form upon receipt. Tests will not be administered without an accompanying form.
- Deliver all tests the day before the testing date (either attach to Test Request or hand deliver). If unable to do so, please contact us ASAP with an estimated delivery time.
- Be mindful of the preparation that is required to provide some types of testing accommodations. For example, some students use computer software that reads the test to them. The Test Center staff must convert the test to an accessible format and place it on a flash drive. This is not easily done at the last minute.
- Be reasonably accessible during the scheduled testing period, either by email or cell phone. The Test Center staff must be able to contact you to resolve any issues.
- Communicate any questions or concerns to the Test Center Operations Manager Karen Medlin, at [medlink@winthrop.edu](mailto:medlink@winthrop.edu) or call ext. 6173. More information regarding accommodated testing can be found on OA's [Test Center page](#).