



TEST CENTER GUIDELINES

Test Center: 312 Bancroft / 803-323-3290 / testcenter@winthrop.edu

Fall/Spring hours: Monday-Thursday: 8:00 a.m. - 5:30 p.m.; Friday: 8:30 a.m. - 1:00 p.m.

Final Exams hours: Available exam times are 8:00 a.m., 11:30 a.m., and 3:00 p.m.

Summer hours: For summer hours, check our website or contact the Test Center Operations Manager, Karen Medlin.

To schedule a test:

- Go to <https://bachelor.accessiblelearning.com/Winthrop>. Under the "My Accommodations" tab, select "Alternative Testing." From there, you will find your class and select "Schedule an Exam."
- All test requests must be submitted at **least five (5) business days in advance**. If you do not give adequate notice, your request may be denied. All students will receive one exception, per semester. For all denials, your professor will be notified and you must make alternate arrangements with them.
- Schedule tests for the **same day/time** that the test is given in class *unless* there is an academic-related scheduling conflict (see below). You are responsible for making arrangements with your professor to take the test at a different time. The approved change must be confirmed by your professor.

--Non-academic related obligations are not considered valid scheduling conflict.--

Examples of academic-related scheduling conflicts:

- If the test in your class will begin at a time earlier or later than the regular Test Center hours.
 - If the use of extended time for a test interferes with back-to-back classes.
 - If you attempted to schedule your test **five (5) business days in advance**, but the Test Center has no available space. In this instance Test Center staff will contact your professor to find a reasonable alternative testing option for you.
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- Plan accordingly. Test Center staff will not provide excuses for missing class or work in order to complete a test.
- Notify the Test Center staff and your professor as soon as possible if you are unable to take a test as scheduled due to illness or other emergency. You and your professor must agree on arrangements for rescheduling your test at a later time. Notify Test Center staff of the new test day and time and staff will confirm this with your professor.
- Note: If the test is online and not proctored, the student is responsible for reminding the professor to set the test for the appropriate extended time, (e.g., "Professor Smith, as per my accommodation letter, please set my online test for 50% extended time).

On test day:

- **Due to COVID-19**, all tests takers must wear face masks (covering nose and mouth) at all times. Temperatures will be checked upon arrival. Any student with a high fever or exhibiting other symptoms of illness will be rescheduled. Professors will be notified.
- **Arrive on time to complete test.** Please arrive no more than 15 minutes early for timely check-in. If you arrive up to 15 minutes late, that time will be deducted from the allotted test time. Professors will be notified.
- **Present Winthrop ID** prior to taking test.
- **Bring only permitted materials into the testing stations.** Any prohibited items are to be stored in the lockers provided by the Test Center. Prohibited items include, but are not limited to: brimmed hats, hoodies, coats, purses, backpacks, cell phones, smart watches, jewelry, programmable calculators, fitness trackers or other electronic devices. Food and/or drinks are not allowed in the Test Center stations unless specified as an accommodation.
- **Demonstrate academic integrity in accordance with the Winthrop University Student Code of Conduct.** All instances of suspected academic dishonesty will be reported to the Dean of Students and your instructor.

I have read and understand above guidelines and agree to follow them as outlined.

Print Name

Student Signature / Date