

Hartwick College
Center for Student Success
AccessAbility Services
Testing Procedure and Policy

Testing Procedure:

1. Students requesting any type of academic adjustment and/or modification **MUST** present an Academic Plan Letter from AccessAbility Services to the faculty member in each course. The student begins the process.
 - Academic Plan Letters are emailed in PDF form to students. Students will forward Academic Plan Letters to faculty and copy AccessAbility Services on that email.
 - Students are encouraged to meet with faculty regarding their Academic Plans, but this is not necessary for them to utilize services.
2. Exams must be taken Monday-Friday, between the hours of 9:00 a.m. – 5:00 p.m. Exceptions will not be made to these hours.
 - During Final Exams **ONLY**, we are opened from 8:00 a.m. - 6:00 p.m.
3. Procedure for Scheduling an Exam in the Testing Center:
 - If a student is eligible for testing adjustments, he/she must use the Online Test Request form. (<http://info.hartwick.edu/oar/learningsupport/testadjustmentrequest.asp>)
 - Students are instructed to complete the Test Request Form 1-2 days before an exam. Note: We do make exceptions to this policy on a case-by-case basis due to extenuating circumstances.
 - After the student completes the Test Request Form, the faculty member will receive an email instructing them to complete their portion of the form.
 - AccessAbility Services will be informed of the exam twice: once after the student completes his/her portion of the Test Request Form, and once after the faculty member completes his/her portion. After AccessAbility Services receives notice of an exam, a proctored exam will be scheduled.
 - It is the responsibility of the instructor to provide AccessAbility Services with the exam at least 1 day prior to when the exam is scheduled. Instructors will hand deliver or email the exam to AccessAbilityServices@Hartwick.edu. Instructors will include any supplemental materials the student may need (periodic tables, charts and/or blue books).
4. Communication
 - If an exam is scheduled and AccessAbility Services has not received the exam, then outreach to the faculty member is conducted.
 - If AccessAbility Services needs clarification regarding a scheduled exam, then outreach to the student or faculty member may occur.
5. Day of Exam:
 - Students **MUST** arrive approximately five minutes before an exam begins.
 - Students must empty their pockets, and put all of their belongings, except for materials used for the exam, in the cubbies in the proctoring room, including their cell phones.

Testing Accommodations Policy and Agreement:

Exams may be taken at The Center for Student Success between the hours of 9 AM – 5 PM. **Tests must be completed by 5 PM**, therefore no exams will be scheduled after 3 PM.

Students who are more than 15 minutes late for a scheduled exam will not be given extra time for the exam.

You must submit to AccessAbility Services your portion of the online testing form (<http://info.hartwick.edu/oar/learningsupport/testaccommodationrequest.asp>) within 3 days prior to a scheduled exam. Failure to do this may result in you not being able to utilize your testing accommodations at the time you are requesting.

Please notify AccessAbility Services if you will miss a scheduled exam for valid reasons. Tests will not be rescheduled without the permission of the instructor. If the testing center is full at the time of your scheduled exam, you will need to talk with your professor to either take the exam with them or reschedule the exam.

Expectations:

Students are not allowed to bring book bags, totes, purses, or iPods into the testing room. **Absolutely NO cell phones are allowed in the testing rooms.** Students are not allowed to bring calculators, notes or dictionaries into the testing room, unless specified by their instructor on the Online Test Request Form.

Exams must be completed in one sitting, unless alternate arrangements have been made with your instructor and the AccessAbility Services staff. Students are expected to remain in the testing room for the entirety of their exam.

Academic dishonesty will not be tolerated. Violators may be subject to disciplinary action in accordance with Hartwick’s Academic Policy.

The above stated policies and procedures have been fully explained to me. I understand and agree to adhere to the said policies and expectations regarding the receipt of accommodations through AccessAbility Services. I understand that failure to adhere to required policies and expectations may result in the termination of support services.

Students MUST sign a Testing Accommodations Policy and Agreement prior to taking an exam.

Student Printed Name

Student Signature

AccessAbility Services Staff Member Signature

Date