Faculty Information Concerning Alternate Test Services – (Alternate Test Room and/or Extended Time Accommodation for students with a disability.

One of your students has requested and has been provided with the disability accommodation of the use of an alternate test room. You should receive a Faculty Notification form identifying the student and detailing the specific accommodation.

With this accommodation:
The Student’s responsibility is to:
- Schedule and reserve the test room with the Disability Services (DS) office
- Notify instructor and request the test be sent to DS in time for scheduled test.
- If test is missed, immediately contact instructor concerning permission to makeup exam and contact the DS office to reschedule.

The Instructor’s responsibility is to:
- Communicate with student about test(s) schedule.
- Communicate with DS concerning handling of test material and any special instructions (open book, notes etc.).

The Disability Services’ office responsibility is to:
- Send a reminder IF requested by an instructor, noting the date/time of a scheduled test. Also include the student’s name, subject, and course number.
- Proctor the exam in an ethical, secure manner, under the direction of the LCSC instructor
- Secure and return the test when the student has completed it.

The DS office takes test proctoring seriously and follows all instructor test administration rules when administering tests.
Test security is priority!
As a result all tests are stored in a locked drawer and given only, under supervision, to the student examinee or the instructor of the course.

1. When a test is delivered by the instructor or sent via email the student’s Test Schedule Tracking Sheet (TSTS) for that particular course is pulled. The date received and by whom is recorded along with the date and time the test is scheduled to be given and any other pertinent information. The TSTS is clipped to the exam and both are filed in the student’s personal test file.

2. At the time of the test, the tracking sheet is pulled and date and start time recorded. The student is escorted to the test room leaving backpacks, cell phones, and all other material in the office. The proctor checks on the student randomly to see how the student is doing and to confirm all is well. Starting this semester, test rooms will also be video monitored for additional security. If there are any concerns or cheating is suspected the exam is stopped and the instructor and director of Disability Services are notified.

3. At the completion of the exam the test completion time is recorded and the test is placed in a manila envelope and taped shut. Unless otherwise requested the envelope is delivered ASAP to the instructor’s division office mailbox. Delivery information is also recorded on the TSTS.