Testing Policy

The Office of University Testing and Disability Services is committed to providing timely and secure testing services for students and faculty. In order to effectively serve the needs of our students and faculty members, we adhere to the following guidelines for implementing test accommodations:

1. The student must be registered with the Office of Disability Services and have the current semester's letter of accommodation on file.

2. Students should notify their instructor(s) in advance of the scheduled exam for which they plan to use an approved testing accommodation. Instructors should communicate to their students how much notice is required. Students should refer to the course syllabus or contact the instructor if uncertain of the instructor's expectations.

3. Identifying an appropriate time for testing is a shared responsibility between the student and the instructor. Generally, we cannot offer the option of taking an exam outside of the scheduled class time without approval from the instructor. Recognizing scheduling conflicts may arise, University Testing will proctor exams at other times upon notification from the instructor. A phone call or e-mail from the faculty member will suffice as proper notification.

4. All exams must be scheduled in advance of the test time/date. Students may schedule their exam time if they are testing simultaneously with the regularly scheduled class. **See step-by-step instructions below to schedule an exam.**

5. Faculty, or designated staff, is responsible for ensuring the test is delivered to University Testing. Delivery may be in person, via e-mail (utds@atu.edu,), or exams may be faxed to (479) 968-0375. If assistance is needed, please call 968-0302.

6. Students should arrive on time for their scheduled exam. Students who are unable to make their appointment are expected to notify their instructor and University Testing as soon as possible.

7. Students must show a valid ID in order to take their test(s).

8. Cell phones, smartwatches, fitness bands/trackers and all devices with recording, internet, or communication capabilities that are 1) not related to approved accommodations; or 2) are not approved prior to the exam by the instructor for the purposes of the exam; are prohibited in the Testing Lab and private testing rooms. Lockers are provided for storage of these and other personal items (including but not limited to hats, purses, backpacks, food, and drinks) during testing. This policy is in place to protect the student(s) and the integrity of the

testing process and will be strictly enforced. Students may also be asked to remove all loose items from their pockets and place them in the storage lockers.

9. Students are not allowed to take books, book bags/backpacks, notes or any class related material into a testing area unless their instructor has provided written permission on the Instructor Accommodation Form.

10. Missed exams may only be rescheduled with approval from the instructor.

11. Tests may be scheduled during the following times: Mondays between 10:00 am and 4:30 pm; Tuesday - Friday between 8:30 am and 4:30 pm. If a student schedules and commences an exam during a timeframe that does not allow for the full amount of allotted time, the student will forfeit the portion of the extended time that occurs after 5:00 pm. The Office of University Testing and Disability Services operates on the university calendar.

To Schedule Exams:

1. Go to the Disability Services website at http://www.atu.edu/disabilities/ and scroll towards the bottom of the page. Two clickable links will be visible on the left side of the page under the Student Resources tab.

2. Click on the "Login to the Disability Services Portal" link.

3. Enter your One Tech username and password in the appropriate fields.

4. Click the "Sign In" icon to proceed to the Student Dashboard.

5. Once you have logged into the system, on the lefthand side under "My Accommodations" click "Alternative Testing".

6. Select the class you would like to schedule an exam for from the drop down box. Then click "Schedule an Exam" to continue your request.

7. Complete the "Exam Detail", then "Add Exam Request".

8. The system will notify you that you have successfully submitted your request.

If you have any questions or concerns about testing accommodations for students registered with the Office of Disability Services please contact us at (479) 968-0302.