

## **Northwest Missouri State University**

### **Policies and Procedures for Receiving Testing Accommodations**

After you receive your letter of approved accommodations follow the process outlined below to receive testing accommodations provided by the LAP/S Proctoring Center.

#### **Informing Instructors:**

- **You contact your instructors.** Make an appointment to speak with your instructors privately at the beginning of each semester to let them know you have approved testing accommodations. You must also give your instructor a copy of your accommodations letter.
- **You must remind** your instructors that testing accommodations are necessary before you schedule exams with the LAP/S Proctoring Center (Owens Library, Room 365).

#### **Scheduling Tests:**

- **You contact the LAP/S Proctoring Center to schedule your exams (562-1873, Owens Library, Room 365) at least five working days (M-F) before an exam** (this allows the Center time to get the exam, schedule a room and a proctor). Final exams must be scheduled at least four weeks in advance. Have the following information available when you call to schedule your exams:
  - a. your name and phone number
  - b. the course name and number
  - c. the course instructor's name and phone number
  - d. the date and time of the exam
  - e. specific approved accommodations you need for this exam
- **You must schedule** exams on the date and time that the course instructor has indicated is appropriate. If the LAP/S Proctoring Center schedule is full, they will negotiate an appropriate time with the instructor. When scheduling final exams, you should adhere to the schedule provided by the LAP/S Proctoring Center.
- **All tests will be proctored** by a member of the LAP/S Proctoring Center staff.
- **Once an exam has been arranged** you may not reschedule without written permission from the course instructor, and this is then dependent upon LAP/S Proctoring Center staff time and availability.
- **You must arrive** at the LAP/S Proctoring Center on time. If you are late, that time is deducted from your total available test time. The instructor will be notified of a late arrival.
- **If you arrive more than 20 minutes late** or fail to arrive during the scheduled exam time, the exam will be returned to the course instructor and will only be rescheduled by the LAP/S Proctoring Center with written permission from the course instructor and will be subject again to the 5-day advance notice policy and dependent upon LAP/S Proctoring Center staff time and availability.

**Taking Exams with Accommodations:**

- **You may not bring** any belongings into the test area unless pre-arranged and approved by the course instructor.
- **You may not ask** the proctor for help with the exam.
- **You must interact with the LAP/S Proctoring Center staff in a respectful and courteous manner.** The proctor has the right to end the session due to inappropriate conduct or behavior.
- **If a scribe has been provided** by the LAP/S Proctoring Center, you must sign the “Statement of Validation for the Accommodation of Scribe” form for each exam.
- **In the event that requirements are not met to the satisfaction of the LAP/S Proctoring Center,** the Center reserves the right to suspend permission to take tests at the Center. Responsibility for provision of testing accommodations then shifts to the course instructor. The Center will not tolerate cheating or disruptive behavior from test-takers.
- **The LAP/S Proctoring Center** reserves the right to refer students to the appropriate discipline committee, and/or the Provost’s Office, and/or the Student Affairs division.

**EXAM INTEGRITY**

Preserving the integrity of each exam is of the utmost importance. Occasionally, class schedule conflicts or proctor availability prevents students from taking tests at the same time as the rest of the class. You must understand that it is inappropriate to ask classmates what was on the exam OR tell others what was on your exam. Doing so is cause for allegations of academic dishonesty by unfair advantage. Instructors have the option of providing different forms of the test to any student who takes a test apart from the rest of the class for any reason.

The LAP/S proctoring staff will make arrangements with the instructor for return of the exam. Campus mail will not be used for exam return. Exams are housed in a secure and confidential area in the LAP/S Proctoring Center at all times.

Please contact the LAP/S Proctoring Center Supervisor, Pat Wyatt at 562-1639 if you have questions about any of the outlined procedures.

I have read and understand the above outlined procedures:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

ID number \_\_\_\_\_