

Current Testing Procedures & Expectations

A. Testing Services provides the following:

- i. Accommodated testing for students who need extended time, a private room, or reduced distraction testing that is in a group setting.
- ii. Makeup testing for athletes who were away on campus sponsored events
- iii. Makeup testing for students who could not make it an exam due to an unforeseen event or could not arrange a time to make it up with their professor

B. Testing Appointments

i. Students with accommodations will schedule tests one of three ways (Tests must be scheduled at least 48 business hours or two business days in advance, students may use a late registration form if within two business days)

1. Online at www.lssu.edu/academic-services/testing-services
2. Stopping by Testing Services office (LBR 251)
3. Calling Testing Services (number is 906-635-2030, Option #2)

ii. Makeup Tests

1. If a student is making up a test and receives no accommodations, the student will work with the professor and agree on a date/time prior to making an appointment with Testing Services.

C. Students will adhere to the following once an appointment has been made:

- i. Students will be on time and prepared for their appointment
- ii. Students will ensure prior to scheduling the time/date scheduled for is okay with their professor
- iii. Cell phones are not permitted unless permission has been given by the professor.

D. Student Code of Conduct

i. Students will abide by the LSSU Student Handbook's Code of Conduct while utilizing Testing Services.

E. Cheating

i. Any student caught cheating on any test whether it is online or written, will have their testing appointment ended immediately. A written report on the type of cheating will be sent to the professor as well as the chair/dean of the department.

ii. If a student is suspected of cheating, but is not conclusive, a report will be written to the professor detailing the behavior witnessed

F. Testing Services Behavior

i. LSSU students will adhere to the Testing Services Code of Conduct:

1. Cell phones and other electronic devices must be off or on silent (not vibrate)

2. Cell phones and other electronic devices cannot be on your person unless specified by your professor.

3. Your belongings must be kept in the designated area and cannot be on your person

4. You must have your LSSU ID to sign in and out of Testing Services

5. No food is permitted in Testing Services unless specified by an accommodation

6. Beverages may be approved on a case by case basis

7. Depending on test volume, students that are late to an appointment may not be permitted to make up time missed.

8. Students more than 15 minutes late to an appointment will have to reschedule

9. Students upon making an appointment with Testing Services agree to have all/portion of their appointment recorded. Cameras are used in testing areas and the possibility of recorded activity is used to ensure student safety and exam integrity.

G. Exam Clarification

i. Testing Services personnel are not permitted to answer any exam-related questions.

ii. Students' questions may be addressed in the following ways:

1. Testing Services staff contacts professor on behalf of the student.

2. If professor cannot be contacted, the student should make their best guess and follow up with their professor

H. Accommodated Testing

i. To take an accommodated test in Testing Services you must:

1. **Be registered with Accessibility Services.**

2. **Have a completed Accommodation Letter on file in Accessibility Services.**

3. **Register to take your exam by the exam registration deadline.** This deadline is TWO business days prior to the day of your test for tests taken during the semester.

4. **Register for your test online, calling 906-635-2030, or stop by LBR 251.**

5. **Take your exam at the same time that the rest of the class is taking it.** There are two exceptions to this policy:

a. If you have a time extension accommodation that would cause your test to run over into another class period, then you need to make arrangements with your professor to begin your test earlier or take it at another time. You must make these arrangements prior to registering for the test, and your professor has the right to choose when the alternate time will be. Your professor may ask you for a copy of your class schedule to confirm this request.

b. If your exam falls outside of our testing hours, you can either make arrangements with your professor to take the exam during our testing hours or take the exam with the professor. Hours available for accommodated testing can be found on the Testing Services home page. Again, you must make these arrangements prior to registering for your test and your professor may choose the time you will take the exam.

I. Alternate Test Times

i. Do not schedule your test for an alternate time, no matter the reason, without first speaking with your professor. Unless you need an alternate time for the reasons listed above, your professor has the right to refuse to allow you to test during the time you have requested. If an professor notifies Testing Services that they did not approve an alternate test time, Testing Services will not administer your test until the professor contacts the office directly to approve it. Remember, you can also arrange to test with your professor and have your professor provide you with accommodations.

ii. If Testing Services does not have space available at the time and date a student needs to test, the professor will be notified by email. There are two choices:

1. Allow the student to take the test at an alternative time as close to the original date/time as possible.

a. This will be recommended if the student receives accommodations.

2. The professor will arrange to proctor the test him/herself

a. If a student receives accommodations from Accessibility Services, it is required that the same or equivalent conditions (i.e. Private Room, Distraction Reduced Room, Extended Time, etc.) be provided.

K. Rescheduling Tests

i. Students are expected to be at their appointment on the scheduled time/date.

ii. If a student needs to reschedule an appointment, they are expected to give a 24 hour notice to Testing Services as well as their professor. The professor needs to approve the rescheduling process.

iii. The professor will need to email testing@lssu.edu to give permission for the student to reschedule. The student and professor should determine a day and time prior to sending the email.

iv. Suspected abuse of the test rescheduling process will prompt a discussion between Testing Services, Accessibility Services (if necessary) and the professor of the student(s).

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