

Instructor Copy

Disability Services Test Proctoring Guidelines

The Student's Responsibility

1. **Request to take the exam in the ASC at least 2 business days before exam.**
2. Remind the instructor to make a copy of the exam available in the Academic Support Center (ASC).
3. Arrive on time for the test. Failure to arrive on time compromises the Disability Services (DS) testing schedule for that day.
4. If the student is more than **30 minutes** late for the exam, the test will be returned to the instructor and the student will need to reschedule another time to take the exam. **The instructor must give DS approval of the new time via email, phone, or in person.**
5. Call the ASC (860-255-3570) 24 hours in advance if they need to cancel or reschedule the testing time.
6. **The student must alert the instructor that they will need to change the time of the test and the instructor must submit their approval via email, phone, or in person. The student may not test without this approval.**

The Instructor's Responsibility

1. Make a copy of the test available in the ASC.
2. Complete the testing coversheet (pink form) that identifies what students may use for the test. **The instructor must approve the use of calculators, open books, open notes, etc.**
3. Notify the proctor of any special circumstances regarding the test.
4. Pick up the completed exam in the ASC.

Disability Service's Responsibility

1. Provide a reduced distraction environment in which to take a test.
2. Keep record of the time the student begins the test and when they need to finish.
3. Review the test proctoring agreement with the student.
4. **The proctor cannot clarify test questions or give help.**
5. The proctor cannot give permission for the student to leave the testing area to return at another time.
6. The proctor will return the exam to the instructor's file when complete.

No Shows

If the student is late for a test appointment more than 3 times or fails to show without notification for more than 2 test appointments, their test proctoring services will be **suspended** and will not be reinstated until they have met with a Learning Disability Specialist.

Academic Dishonesty

A student who is found cheating will be reported to the instructor. That student will then have his/her testing services suspended and will not be reinstated until a conference between the student, a learning disability specialist, and the instructor is held.