

Testing Center 2021-2022: Student Testing Accommodations

Academic Deans' Council

September 2021

Due to increased student need and reduced staffing, the Testing Center for 2021-2022 is on an abbreviated schedule and will be used for **significant mid-term assessments** (major assessments given during the semester) **and final assessments only**, not for quizzes or other short in-class assessments. The Center for Student Success and the Office of Accessibility & Accommodation (OAA) will be collaborating to provide two 5-hour windows weekly for testing during Fall 2021 to support students requiring accommodations. These windows will be **Tuesdays from 3 pm - 8 pm** and **Fridays from 10 am - 3 pm**. Other arrangements will need to be made for testing outside of these windows. Note that faculty will need to be accessible by phone or text in case questions arise during testing. The Testing Center can accommodate up to 18 students taking exams simultaneously.

Faculty planning to use the Testing Center must use the following procedure in order to allow equitable access with very limited personnel. Following this process will make it easier for staff to meet demand. Failure to do so may result in the inability of the Testing Center to support faculty requests.

1. **Provide the following information to your divisional/school administrative assistant or other designee as identified by your dean no later than 5 pm Wednesday, September 22:**
 - a. **Your exam dates (the dates you are administering your exams in class) for the semester;**
 - b. **The names of students in your courses requiring testing accommodations (per OAA documentation);**
 - c. **Each student's specific testing accommodations (time allowed as documented in information you receive from OAA);**
 - d. **How you can be contacted during the exam if questions arise (phone call or text; phone number).**

If you are notified of additional students requiring accommodations after this date, please share the information with your administrative assistant/designee ASAP.

Please note that there are only two testing days per week, so your student requiring accommodations may need to take the exam before or after you administer the exam in class.

The divisional/school administrative assistant or designee will communicate the faculty members' needs for the Testing Center to Leslie Foley.

2. **Email your exam and all required materials to Leslie Foley (foleylj@plu.edu) by no later than 5 pm the day before the exam date for the student requiring accommodations.** This time is **non-negotiable** because time is required each morning the Testing Center is open to print the exams and ensure that the Testing Center has everything available that each student will need (scantron sheet, scrap paper, etc.) to complete the exam. If the deadline is not met, the test will not be administered at the Testing Center.

The deadlines for emailing exams are as follows:

Monday at 5 pm for students taking the exam on Tuesday

Thursday at 5 pm for students taking the exam on Friday

3. After the student takes the exam at the Testing Center, **the exam will be scanned and emailed to the faculty member, and the hard copy of the exam will be put in campus mail.** Hard copies of exams will not be hand delivered to the faculty member's office.

NOTE: While the priority is serving the needs of students with accommodations through OAA, the Testing Center can also be used for make-up exams for students missing exams for other purposes (travel to athletic events, COVID-19 illness and/or quarantine, etc.) if testing slots are available. A faculty member with such a need should contact the divisional/school administrative assistant or designee ASAP who will then work with Leslie Foley to schedule the student's make-up exam into an available time slot.