

SOUTHWESTERN ILLINOIS COLLEGE

DISABILITY & ACCESS CENTER

Accommodated Testing Policies

Rev. 1/18

THE DISABILITY & ACCESS CENTER (DAC) IS COMMITTED TO PROVIDING BOTH APPROPRIATE ACCOMMODATIONS AND AN EQUITABLE TESTING ENVIRONMENT FOR STUDENTS WITH DISABILITIES.

Testing accommodations may include, but are not limited to, the following:

- Adaptive Technology (for example, Magnification and Reader Equipment Systems)
- Adjustable Tables
- Alternate Computer Keyboards
- Computers
- Extended Time
- Noise Reduction Headphones; White Noise Machines
- Reduced-Distraction Space
- Screen Reader Software (for example, ReadSpeaker, Read & Write Gold, JAWS, ZoomText)
- Voice Activated Software, such as Dragon Naturally Speaking

Options for Testing

Students who are eligible for testing accommodations may choose from three options:

1. Take tests in the Disability & Access Center with appropriate accommodations.
2. Take tests with appropriate accommodations arranged by your instructors.
3. Take tests with the class without accommodations.

Procedures for Scheduling Tests in the Disability & Access Center

- Complete Step 1 of the Test/Quiz Accommodation Form (available in hard copy and at SWIC.edu, search Disability) and give the form(s) to your instructor(s) at least two (2) business days prior to a test or quiz allowing reasonable time for your instructor to provide the test and directions in Step 2 to the Disability & Access Center. If less time is provided, it may not be possible to make needed arrangements in the requested timeframe.
- In order to ensure proper scheduling with the Disability & Access Center, contact our office preferably 2 business days minimum before your desired testing date.

Lateness, Illness, and Cancellation Information When Testing in the Disability & Access Center

- You are expected to be at the Disability & Access Center at your scheduled appointment time.
- If you arrive late for your test, you will have the remaining time scheduled for your test or you will need to re-schedule by calling (618) 235-2700, ext. 5368. Exceptions can only be made if staffing and rooms are available.
- There is no guarantee that an instructor will permit an extended date for your test.
- If you are unable to take your scheduled test due to illness or an emergency, contact your instructor AND the Disability & Access Center immediately.
- If for any reason you decide to not take your test in the Disability & Access Center after scheduling with our office, you are responsible for contacting our office so we are able to schedule tests for other students.

Policies for Testing in the Disability & Access Center

BEFORE TESTING...

1. The student is responsible for scheduling his/her tests with the Disability & Access Center by calling (618) 235-2700, ext. 5368.
2. *At least one day before your testing appointment, the student will contact the instructor or instructor's department to ensure that the test has been delivered to the Disability & Access Center.*
3. All calculators will be inspected, including the battery compartment.
4. Be advised that all testing rooms are video recorded and monitored by DAC staff.
5. Faculty instructions on the Test/Quiz Accommodation Form will be reviewed with you before the test/quiz begins.
6. You are not permitted to choose your testing room or proctor. The DAC cannot guarantee a specific testing environment.
7. Purses, bags, coats and gloves, etc. need to be placed in a locker or an identified area by DAC staff.
8. Head coverings, such as hats, scarfs, bandanas, etc., (unless for medical/religious reasons) need to be placed in a locker or an identified area by DAC staff.
9. Remove all watches and place them in a locker or an identified area by DAC staff.

10. Books/notes that are not permitted by the instructor need to be placed in a locker or identified area by DAC staff.
11. All electronic devices, including cell phones, iPods, etc. must be turned off and placed in a locker or an identified area by DAC staff.

DURING TESTING...

1. There is no talking to other students. This is a reduced distraction testing environment.
2. Staff cannot clarify test questions, spell words, answer math problems, identify math symbols, etc.
3. Music or headphones are not allowed unless they are provided by Disability & Access Center staff as an approved accommodation.
4. No food or beverages are allowed except when approved as an accommodation.
5. Cheating activities/materials will be reported and given to your instructor.
6. Restroom or other breaks will be reported to your instructor. Non-restroom breaks are only to be taken in the individual testing room or DAC office.
7. If you are unclear about the test/quiz instructions or conditions, stop the test/quiz and seek assistance from a DAC staff member. If needed, staff will attempt to contact your instructor or give you a form to complete, so you can explain the problem or ask your question, which will be returned with the test/quiz.
8. If at any time you are uncomfortable with your testing environment (for example, another student is distracting you), you have the right to talk to a DAC staff member without it affecting your allotted testing time.
9. If you have problems or concerns, immediately inform the DAC staff member.

AFTER TESTING...

10. You will need to sign, date, and turn in your DAC scratch paper(s) with your test.
11. If you are testing with other students, quietly leave the testing room.
12. Please complete a Student Assessment form; the DAC reads every evaluation and seeks to continuously improve disability services. Your input is important and appreciated! Thank you!!

POLICIES REGARDING ACADEMIC MISCONDUCT WHEN TESTING IN THE DISABILITY & ACCESS CENTER

The Disability & Access Center is committed to maintaining the highest standard of academic integrity in our testing environment. To ensure this commitment, the procedures below are followed:

- All testing rooms are monitored by Disability & Access Center staff via a closed-circuit video recording system.
- Any student observed utilizing any unauthorized resource materials during a test will be reported to the instructor(s) of the class.
- Any unauthorized notes, scrap paper, or materials will be copied and returned with the test to the instructor. The video recording will be available for the instructor's viewing.
- A Disability & Access Center staff member may come into the testing room at any time to perform a random integrity check.
- Once testing has started, talking with other students in the testing room is not allowed.
- Any suspected evidence of cheating will be documented and reported to the appropriate instructor(s).

