



**CONCORDIA**  
UNIVERSITY  
TEXAS

OFFICE OF ACCESSIBILITY SERVICES

# Guide to the Testing Center

# Welcome to the Testing Center

**Welcome Tornado!** Your adventure of faith, learning, and life-changing experiences is about to begin!

The team in the Office of Accessibility Services is excited to offer the Testing Center as a service to meet your educational needs.

## Who is Eligible?

Under the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations. Students at Concordia University Texas are responsible for self-identifying their disability to the Office of Accessibility Services (OAS) with the necessary documentation. Once eligibility has been verified, the OAS may offer certain testing accommodations while meeting to discuss disability management and educational needs.

## Utilizing the Testing Center

The Testing Center is located on the upper level of Cedal Hall (Building C) in the Zielke Academic Support Center. This space is dedicated for students with disabilities, allowing them to access a reduced distraction environment for their testing accommodations. Testing accommodations are best met in the Testing Center. Extra time cannot easily be granted in the traditional classroom setting as other classes typically need to use the space immediately after your class time or your professor may have other classes or responsibilities after your class time. It is highly recommended that you utilize this service to its maximum potential to reach your academic goals.

## Testing Center Scheduling

To get exams scheduled in the Testing Center, students should:

- [Email the OAS](#) at the beginning of each semester to request their accommodation letter be sent out to their professors.

## Testing Center Scheduling (continued)

- Complete the Student Testing Center Agreement to inform OAS staff which courses they expect to use their testing accommodations for. Students also review and agree to follow the expectations of the Testing Center, listed on the following page, in this Agreement.
  - OAS staff will reach out to professor(s) for all the scheduled testing dates in the course(s), scheduling the exams for the student all at once.
- Respond to the reminder email sent by the OAS to confirm the exam is still happening at the expected time.
- Show up on exam day ready to show their mastery of the content.
- If a make-up exam needs to occur, the student must show proof of communication with the professor.

## All Roles and Responsibilities

### Student Expectations:

- Request semesterly accommodation letter be sent out to all faculty instructing them this semester.
- Complete the Student Testing Center Agreement, listing any or all courses expected to utilize the Testing Center for their accommodations.
- Communicate with faculty if they have chosen not to use the Testing Center for their accommodations for their course(s).
- Respond to a confirmation email from the Office of Accessibility Services staff one week before the exam.
- Show up on the exam day, prepared to show their mastery of the content.

### Faculty Expectations:

- Complete the Testing Center Operational Agreement, listing all expected exam dates in the designated course.
- Respond to a confirmation email from the Office of Accessibility Services staff, with necessary exam materials, proctor directions, and return preferences, at least 48 hours before the exam. The confirmation email will be sent no later than five days before the exam.
- Confirm receipt of returned exam materials.

## All Roles and Responsibilities (continued)

### Office of Accessibility Services Staff Expectations:

- Send out semesterly accommodation letters as requested and follow up with Student Testing Center Agreements for students who have testing accommodations.
- Review Student Testing Center Agreements and email faculty one Testing Center Operational Agreement per course.
- Review Testing Center Operational Agreements and input exam dates on the master Testing Center calendar.
- Send out confirmation emails to students and faculty as scheduled exam dates approach.
- Prepare exam materials 24 hours before the exam date, including applying additional accommodations as needed.
- Proctor exams according to directions given by faculty.
- Return exam materials within 24 hours of the exam date.

## Testing Center Expectations

When utilizing the Testing Center, students are expected to follow these standards of behavior and academic integrity:

- No personal items are allowed in the testing room.
  - This includes backpacks, books, notes, food, drinks, blankets, and/or hoodies. All belongings are to be left in the designated area. Students will only be allowed to take in the materials that the instructor has allowed for use on the given exam.
  - All electronic devices such as cell phones, smartwatches, tablets, and/or computers (unless approved for the exam) are to be turned off and left in the designated area.
- All students are responsible for knowing and using their agreed upon accommodations.
- Arriving late (up to 30 minutes) will not extend the scheduled ending time for the exam.
  - If a student arrives more than 30 minutes late for a scheduled exam, the OAS may not administer the exam. It will then be the student's responsibility to go to the classroom to take the exam or speak to the instructor about rescheduling the exam.
- Before beginning the exam, breathe, pray, and use the restroom.
- Advise the Accessibility Coordinator or other OAS staff of any personal health needs that will require frequent breaks. Prepare ahead for snacks or medications during these breaks.

## Testing Center Expectations (continued)

- Only the extended time agreed upon will be allowed, no additional time will be given.
- Students are to remain in the testing room unless permitted to leave by OAS staff.
  - In case of emergency, the incomplete exam must be returned to the Accessibility Coordinator. If a student leaves the room without informing the Accessibility Coordinator or other OAS staff, the exam will be taken up and returned to the instructor.
- All students are held accountable under the Academic Integrity Policy.
  - If a student is observed engaging in an act of academic dishonesty, the test will be taken up and the incident will be reported to the instructor. Students are monitored through security cameras in the Testing Center.
- Students will return all exams and any additional materials to the Accessibility Coordinator when completed. No exam materials are permitted to leave the Testing Center. The Accessibility Coordinator or OAS staff will return the exam to the instructor.