

Faculty Testing Policies for Students with Accommodations

Lackawanna College faculty who wish to make use of proctoring services at the Seeley Resource Center (basement of Seeley Hall) should review the following policies regarding **make-up, extended time, or distraction-free environment testing** for students with accommodations.

****The student is expected to take their test at the same time as their class or with their instructor/professor. This policy is only to be used when the instructor/professor cannot honor the student's accommodations due to extenuating circumstances.**

Important Reminder: Many students with disabilities are hesitant to let others know about their disability. Information about disabilities is part of the student's **confidential academic record**. Therefore, faculty members need to respect the student's privacy when providing accommodations. Faculty should not discuss disability-related matters with the student when other students are present.

Make-Up, Extended Time, and Distraction-Free Testing

The Seeley Resource Center librarians will provide testing services to faculty for students whom cannot be accommodated during regular class time. Please use the following guidelines to structure your make-up, extended time, or distraction-free testing procedures:

- Testing will be limited to make-up, extended time, and distraction-free testing (quiet environment – if classroom is not quiet) only.
- All tests should be clearly labeled with regard to the course code, course number, course title being tested and the instructor's name.
- Each test or answer sheet should be clearly labeled with the student's name.
- The resource center librarians will proctor testing on a limited basis. If a student is caught or suspected of cheating, the instructor will be notified.
- The resource center librarians will not be responsible for scoring tests.
- The student must supply a valid and current picture ID upon taking test.
- The instructor/professor is responsible for delivering the test to the resource center librarians prior to the exam.
- The instructor/professor will be responsible for informing the resource center librarians of time allotted for test.
- The resource center librarians will **not** be responsible for picking up a test for an instructor/professor prior to the exam or sending completed tests through inter-department mail, scanning completed tests, or placing completed tests in faculty mailboxes.
- Completed tests will be returned to the Academic Affairs Office where instructor/faculty member can pick up completed test.
- **Please make a copy of the Accommodated Test Proctoring Form for your records.**

Instructor/Professor: _____ FT Adjunct

Lackawanna College
Accommodated Test Proctoring Form

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To Be Complete by Instructor/Professor:

Student's Name: _____

Course/Section: _____ Course Name: _____

Semester: _____ Exam Date & Time _____

Exam Expiration Date (Exam will no longer be available to student after this date): _____

Time Allowed with Accommodation (Circle one) 1.5X or 2X

Total Time Needed for Exam: _____

Distraction-free environment: Yes No

Student may use:

Calculator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes Allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Open Book	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dictionary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note Cards	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Instructions:



Instructor/Professor Signature: _____

Faculty phone in case of student questions during exam: _____

To be completed by resource center librarians:

Date Test Delivered to Academic Affairs: _____ Time: _____

Resource Center librarian signature:

White Copy/Resource center, Pink Copy/Instructor, & Yellow Copy/Director, Disability
Services