Student Accessibility Services
Alternative Testing Policies & Procedures for Faculty

Test accommodations are provided to allow equal access and consistency to students with disabilities. Students may take tests with the class, through the SAS Office by scheduling through the Student Services Center, or with you during office hours. Students are to discuss these options with you and determine when and where they should take the test. Exam accommodations may include, but are not limited to:

- extended time for exams (for traditionally timed tests)
- reduced distraction testing environment
- a reader to read aloud exam questions/answers
- a scribe to transcribe a student’s dictated answers to exam questions
- use of a CCTV to enlarge text
- the option of providing answers in an alternative format, such as orally in place of written answers or typing answers on a word processor
- enlarged print or BRAILLE

Guidelines to SAS Testing

- Professors should never draw attention to a student’s registration with SAS including by making an announcement of extra time or separating the student from the classroom to take the exam.
- Do not grant extra time to prepare for an exam or grant special services that other students in the classroom do not have for testing unless provided for in the SAS accommodation letter.
- It is expected that all students utilizing SAS Alternative Testing Services will take their exam as close to the same time or day as their classmates.
- Testing times may vary due to availability of proctor and a distraction-reduced testing room. You will be contacted if the student needs to take the test past the expiration date due to a lack of availability of a proctor or testing room.
• If in the event that the expiration date has passed, and the student has not taken your test yet, you may be contacted by your student to seek permission to take it past your expiration date.
• It is the student’s responsibility to discuss with you how you would like to handle content-specific questions during the exam. (i.e. write questions down and answer later)
• Once seated in the testing room, the student is not permitted to leave unless such accommodations are in place for breaks. In case of an emergency, SAS will document and inform the instructor if leaving the testing room was necessary.
• If the student is authorized to use a Test Reader for your exam/quiz, the Reader will read exactly what is written. This means that the Reader will NOT paraphrase the question or explain the question for the student. All readers have undergone training.
• If the student is authorized to use a Scribe to write/type essays for him/her, the Scribe can only write what the student exactly dictates to him/her. The Scribe is NOT permitted to check grammar or make any comments about the content of what the student has dictated. All scribes have undergone training.
• As Kent State University students, students have a responsibility to uphold academic honesty in all activities. Incidents of improper test taking, as defined by the University’s Policy on Student Cheating and Plagiarism, will be handled as if they occurred in the classroom. If cheating is evident, the proctor will document the incident and notify the SAS Coordinator immediately with a written explanation of your misconduct. It is expected that the professor will hold the student accountable for his/her inappropriate action.

Using SAS Testing Services

• Special testing instructions should be discussed with the student prior to sitting for an exam in the SAS office.
• Students are responsible for scheduling an appointment with the Student Services Center to take their exam/quiz.
• The student will notify you once they have filled out the testing form with the Student Services Center.
• The student will discuss with you how you would like to handle content-specific questions during the exam.
• Please fill out the Faculty Test Proctoring Request form located online at https://www.kent.edu/geauga/sas-faculty-resources under forms or at the Student Services Center. Indicate the exam/quiz deadline, allotted test taking time or permitted test aids such as notes, textbooks, calculators, or other materials during the test on the form and attach the exam/quiz. Return the form and
exam/quiz to geaugatesting@kent.edu or the Student Services Center. **It is your responsibility to provide the exam and completed form prior to the scheduled test time.**

- During the exam/quiz the student is only permitted to have items and materials that the instructor has authorized. SAS will verify all items and materials. All other notes, books, bags, purses, cell phones, coats, etc. must be left in the provided space in the SAS Office.
- Proctors will monitor students either in-person and/or on video tape.
  - If the quiz/exam is on the computer the Student Services Center has the ability to monitor/proctor the student’s actions on the computer.

**If the student fails to schedule an appointment to take their exam/quiz or does not attend their scheduled alternative testing time. The test will remain at the Student Services Center until it is picked up by you. All tests remaining in the Student Services Center after the semester is over will be shredded one week prior to the beginning of the next semester.**

- It is your choice whether or not to administer a “make-up” exam/quiz to the student on your own or with the SAS office. Tests begin exactly at scheduled testing times. Students arriving late will have their testing time adjusted to reflect how late they were in arriving for the exam (i.e. a student was allotted one hour for an exam and arrives 15 minutes late will have 45 minutes to complete the exam.)

**Upon the student’s completion of the exam, it is your responsibility to pick up the exam at the Student Services Center unless you indicated that you would like to receive it back via campus mail or email. Note: Grading is the responsibility of the faculty member.**

**Contact the SAS Office with any questions.**

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