



Geauga and Regional Academic Center

Student Accessibility Services Alternative Testing Policies & Procedures

Test accommodations are provided to allow equal access and consistency to students with disabilities. You may take your tests with your class, through the SAS Office by scheduling through the Student Services Center, or with your professor during office hours. Discuss these options with your instructor and determine when and where your instructor would like you to take the test. Students having difficulty arranging exam accommodations with their instructors should meet immediately with the SAS Coordinator. By requesting the accommodations of extended time and testing in a distraction-reduced environment, you acknowledge that you have read and understand these policies.

Preparing to Take your Exam/Quiz with SAS

- Appointments must be made **5 business days** in advance at the Geauga Campus and **4 business days** in advance at the Regional Academic Center in order to ensure that there is availability. Please visit the Student Services Center to complete [the form](#) needed to take your exam.
 - Failure to adhere to scheduling policies may result in the inability to take your exam in the SAS Office, having to obtain permission from your professor to reschedule your exam/quiz and/or waiting until a testing room, proctor and/or equipment becomes available.
 - Students must schedule their exams starting time within the hours of 8-3 p.m. (Monday-Friday).
- It is your responsibility to inform the professor that you will be completing the test with the SAS office and tell him/her to visit the Student Services Center to fill out the required form and attach his/her exam/quiz.
- You should take your exam at the same time as your class.

- Every effort will be made to arrange test proctoring the same day or as close as possible to the rest of the class. However, testing times depend on the availability of proctors and distraction-reduced testing rooms therefore, please scheduled your testing arrangements as soon as possible. Discuss any exams taken outside of the regular class time with your instructor prior to the test as instruction permission will be needed.
- Your professor has the right to specify a start time or specific testing date. When a date and time are specified, time allowed for an exam begins at the specified exam time.
- Remind your instructor that you are taking your exam in the SAS Office at least one class period before your exam is scheduled.

The Day of your Exam/Quiz

- If you arrive later than the professor's specified start time you will not be allowed to make up the missed time.
 - You may choose to discuss alternate testing times with the instructor.
 - If you are at the Student Services Center by the scheduled exam time and unable to start the exam on time due to circumstances beyond your responsibilities, e.g., you must wait for a proctor to seat you for an exam, then you will still be permitted to take the full test time from the time you begin the exam.
 - It is the instructor's choice whether, or not to administer a "make-up" exam/quiz to you on your own or with the SAS office. Tests begin exactly at scheduled testing times. If you arrive late you will have your testing time adjusted to reflect how late you 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.)
- Please discuss with your instructor how they would like to handle if you have a content-specific related exam question.
- Once seated in the testing room, you are 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.
- During your exam/quiz you are 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.
- If you are 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 you.

- If you are authorized to use a Scribe to write/type essays for you, the Scribe can only write what you exactly dictate to him/her. The Scribe is NOT permitted to check your grammar or make any comments about the content of what you have dictated.
- As a Kent State University student, you 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.

Contact the SAS Office with any questions.

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