



Learning Support Services Testing Policies

1. Students must register for testing accommodations AT LEAST two business days in advance during the semester and TWO WEEKS in advance for final exams.
2. Unless otherwise approved by the instructor, tests will be scheduled during the regular class test time.
3. Students who anticipate that their testing time will overlap with another class should make arrangements to begin the test early.
4. Students may arrive 30 minutes prior to the scheduled testing time. Testing is expected to begin at the scheduled time. Students who are more than 15 minutes late starting the test may be required to re-schedule.
5. Students are eligible for double time, which begins at the scheduled testing time. On an individual basis, based on documentation, additional time may be approved. Students are expected to complete tests in one session.
6. **No** books, notebooks, backpacks, purses, 'smart' devices (such as phones or watches), calculators or other study or personal materials (hats, headphones, ipods) are permitted in any testing room unless previously approved.
7. Monitors may pronounce words and may define or spell a word if the word does not appear to be part of the course vocabulary which the student is expected to know.
8. Bathroom breaks are not permitted unless previously approved by the instructor or in the case of a documented medical condition.
9. Students testing in any LSS testing room will **be video recorded or will have a monitor present**. The recordings will be used exclusively for test security purposes and are subject to review by LSS staff. Recordings will be deleted after the end of the semester.
10. If irregularities in a student's testing behavior are noted (such as looking at notes from a pocket, or using a phone), the course instructor will be notified and will have access to any video recordings. Incidents of cheating will be reported to the Vice President for Academic Affairs. Decisions regarding the severity of the offense and subsequent action will be at the instructor's discretion.