

Special Needs Testing Procedure

To ensure that appropriate academic standards are maintained, students who require special test administration for extended time, isolated distraction-reduced environment, scribe and/or reader accommodation are asked to adhere to the following procedures:

Students

1. Students, approved through the Office of Disability Services are responsible for meeting with their instructors at the beginning of each semester to discuss individual testing accommodations and determine the appropriate testing arrangements.

2. Students with testing accommodations are required to make an appointment at least two (3) business days prior to the test. Notification must be sent via email: evanst@vgcc.edu

This email must include:

- ~ Student's Name
- ~ Instructor's Name
- ~ Course Name and Number (ex: PSY 150)
- ~Date of Exam or Test
- ~ Exam or Test Start Time
- ~ Accommodations Needed
- ~ Campus

3. Students will receive a reply acknowledging the request and instructions. Students will take the test during the scheduled class meeting unless another time is approved by the instructor. This will be stated in the reply email to the student.

4. Students failing to schedule an appointment at least two (3) business days in advance may forfeit their opportunity to receive a test accommodation for that particular exam.

5. Personal items and non-essential testing materials are not allowed in testing areas. These include cell phones, food, and drink. Students will have their personal items locked in a secure area while they complete their exams. Students found in possession

of electronic devices (cell phones, pagers, etc.) will have their test taken and the instructor notified.

6. PUNCTUALITY IS ESSENTIAL! Variation from the scheduled time of testing may cause undue disturbance and distress to the student and others utilizing special accommodations; therefore please do not come late to take a test. Tardiness for a test is unacceptable. Students will be held to the same standards when testing with the Office of Disability Services.

- If the student is less than thirty (30) minutes late, that time will be docked from the testing session. For example, if the student has 90 minutes allotted for an exam and is 15 minutes late, only 75 minutes is left available to complete the test.
- After thirty (30) minutes past the scheduled test time, the exam will be sent back to the instructor and the test labeled as “No Show”.
- If the student requires a change in the scheduled test time:
 - ~ 1st – Obtain approval from your instructor.
 - ~ 2nd – Notify Disability Services at least 24 business hours in advance by email to: evanst@vgcc.edu

7. If a student misses a test for any reason, it is their responsibility to notify the instructor first and then contact The Office of Disability Services to determine if a retest can be arranged. The Office of Disability Services will honor the instructor’s make-up policy regarding testing as is written on their syllabus. The instructor is not required to grant a make-up exam due to tardiness or forgetfulness on a student’s behalf.

8. A student may not have immediate access to their instructor during the exam. Once the student enters the testing space, they will not be allowed to leave the testing area until the test is completed.

9. Students are expected to take care of all personal needs (such as using the restroom, eating, etc.) before entering the testing space.

10. Academic dishonesty will not be tolerated. All cases of academic dishonesty will be referred to the instructor and other appropriate individuals (ex: Department Head, Associate Dean and/or Dean of Student Development). Vance-Granville Community College considers the following to be academic dishonesty:

- Copying work from others during an examination
- Allowing someone else to copy your work during an examination
- Taking an examination for another person
- Allowing another person to take an exam for you
- Giving or receiving help during tests

- Obtaining a test and/or answers to a test for distribution to others
- Using unauthorized materials during an exam
- Attempting to access websites or resource materials related to the course

**Refer to the Student Code of Conduct in the Student Handbook for Disciplinary Actions*

Faculty

1. The student and the instructor should meet at the beginning of the semester to discuss where special testing administration will take place.
2. Instructors need to complete a Testing Cover Sheet for each test. Information on the cover sheet includes:
 - Student's name
 - Class test/number
 - Class time allotted/time limit
 - Last date to take the test
 - Materials allowed (ex: calculator, note card, etc.)
 - Comments/special instructions
 - Instructor's signature
3. Instructors need to provide the cover sheet and exam to the Special Needs Counselor (Tieren Evans) via campus mail, or hand delivery to Disability Services (Rm: 8231).
4. Instructors may visit testing areas to assist students if needed.

Disability Services

1. Disability Services will send an email to the student to acknowledge the accommodation request and provide instructions.
2. Disability Services will send the instructor an email regarding the student's request.
3. The Office of Disability Services will maintain tests and exams in a secured environment.
4. Completed tests will be returned to instructors through campus mail or instructors may pick up the exam from Disability Services.
5. The Office of Disability Services will report any problems/incidents to instructors including a written follow-up.

6. If a student chooses to use his/her scribe accommodation, the scribe is responsible for typing the student's responses to a question, essay, and/or written prompt on a test and/or exam. The scribe writes the exact responses of the student, including grammar, spelling and punctuation. The student will be able to review responses to questions prior to turning in the exam. The scribe will attach any scratch paper from the student and turn it in.

7. If the student chooses to use his/her reader accommodation, the Reader will read aloud the test or exam verbatim. The reader is not allowed to explain or clarify the question for the student unless given directives from the instructor.

Student Acceptance and Agreement of the Special Needs Testing Procedure

I have read and understand the special needs testing procedures. I understand that violating the requirements governing the administration of the exams or falsifying information may be a violation of the Vance-Granville Community College's Student Code of Conduct.