



SERVICES FOR STUDENTS WITH DISABILITIES OFFICE

Student Services Suite • Office #270H • (603) 641-4383
Mon-Thurs, 8:30am-6pm & Fri, 8:30am-5pm

CENTER FOR ACADEMIC ENRICHMENT

First Floor • Room #104 • (603) 641-4113
Mon-Thurs, 8:30am-6pm & Fri, 9am-3pm

GUIDELINES FOR ALTERNATIVE TESTING

The University of New Hampshire is committed to providing appropriate accommodations and services to qualified students with disabilities under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2008. The UNHM Academic Counseling Office is responsible for determining appropriate accommodations for students with documented disabilities. If an Academic Accommodation Plan is given to an instructor, those accommodations have been approved as necessary and appropriate for that student by the Academic Counseling Office.

The administration of examinations is the responsibility of course instructors. Students with disabilities may require accommodations to ensure they have equal access to the examination process. Approved in-class examination, test, and quiz accommodations will be indicated on each student's Academic Accommodation Plan under the "testing accommodations" section. If a student is eligible for testing accommodations, it is up to the student and instructor to determine how those accommodations will be implemented. Students are best accommodated when their exams are proctored by the instructor and/or faculty member. Faculty are encouraged to proctor their own examinations, especially in the event that there are clarifying questions.

The Center for Academic Enrichment (CAE), though not responsible for, is available to help instructors with test accommodations. The CAE does not need to be involved in proctoring the exam if the instructor and student can come to an acceptable agreement that accommodates the student (per the student's Accommodation Plan from Academic Counseling). The most common testing accommodation is extended time. The needs of extended exam time for most students are usually straightforward and do not necessitate the CAE's assistance and further distancing of the student from the class. However, in some cases it may be necessary for arrangements to be made with the CAE to provide testing accommodations and/or to proctor an exam for a student with a disability.

STEPS TO SCHEDULE TESTS THROUGH THE CENTER FOR ACADEMIC ENRICHMENT

For each and every exam taken through the CAE, the following steps must be completed:

1. Completion of an Exam Proctoring form.

It is the *student's responsibility* to bring the form to the instructor and ask him/her to complete the pertinent sections. Forms are available online, in the CAE, and in the Disabilities Services Office.

2. Students must submit the completed Exam Proctoring form to the CAE a minimum of 7 days prior to the date of the test.

They must submit the form in-person during business hours. Forms that are not completely filled out will not be accepted. Requests received within 7 days of the intended test date are not guaranteed accommodations.

3. Faculty must get the test to the CAE no less than 24 hours prior to the exam start time. (Preferred, especially for an early morning start time.)

The CAE has the right to refuse proctoring services if steps 1-3 are not completed fully and/or within the time frame indicated. A minimum of 7 days' notice is required because the CAE must:

- Reserve a room with reduced distractions.
- Ensure a staff member/trained student is available to proctor the exam appropriately.

Students sometimes realize after their original request that they need to take the exam at a different time than the rest of the class, which necessitates additional communication with the instructor and reevaluation to determine if the CAE has sufficient proctoring space and staff.

STUDENT INFORMATION/RESPONSIBILITIES

Make sure you have turned in your Accommodation Plan to your instructor. Instructors are not required to provide accommodations to any student who has not submitted an Accommodation Plan to them. The CAE cannot proctor exams for students who have not presented their Accommodation Plans to their instructors.

If you are eligible for exam accommodations, discuss each of them with your instructor when you deliver your Accommodation Plans. Make sure that when you are done delivering your Accommodation Plans, you are clear about where and when you are expected to take all of your examinations.

Some students have a lot of questions when taking exams. If you are such a student, you may be more satisfied arranging to take the exam with or near your instructor instead of through the CAE. If this is not an option due to the nature of your accommodations, we encourage you to ask your instructor for contact information that can be used during the scheduled exam time.

If one of your accommodations is extended examination time, be aware of any time conflicts that may arise with other classes. Discuss these conflicts with your faculty and ask for approval in either taking the test earlier or later depending on your class schedule. This will assure your ability to attend all your classes. If you need to take a test at a different time than the regular class period, you must make a request on the Exam Proctoring form. The instructor will need to approve this request and sign off on the Exam Proctoring form. **The CAE will not give a test to a student at a different time if the instructor has not approved the change.** The instructor makes the final decision about when their test is taken.

POLICIES FOR TAKING EXAMS THROUGH THE CAE

If you are a student taking a test through the CAE, please make sure to:

- Treat your test appointment just as you would an exam in the classroom.
- Obtain instructor approval if you need to reschedule an exam appointment.
- Notify the CAE immediately if you intend not to show up for your exam.
- Plan to complete the test within one session. You may not begin the exam, stop it, and then return another time to finish it.
- Arrive 10-15 minutes prior to your testing appointment and be ready to work. If you are late, your appointment time will not be adjusted and you will have to complete your exam in the remaining appointment time. **Your time for the exam starts at the time scheduled, not when you show up.** If you are more than 15 minutes late for your scheduled exam time, you will not be given the exam.
- Bring only items approved by your instructor (and listed by the instructor on your Exam Proctoring form) into the testing area. All other belongings (including purses, jackets, coats, hats, and cell phones) must be left outside the testing area. The proctor will ask you to empty your pockets. The CAE will make an effort to store items in a secure area but accepts no responsibility for lost or stolen items.
- Bring all needed materials with you to the exam. Testing staff are not responsible for providing you with any testing supplies such as writing instruments, rulers, graph paper, or calculators.
- Take care of all personal errands (such as using the restroom and purchasing supplies) prior to your test.
- Do not leave the testing area during an exam unless you receive permission from the test proctor. You may leave the room to use the restroom or water fountain only once an hour. You may not leave the building. Your exam time limit will not be adjusted for the break.
- Know that if you are suspected of or caught cheating, your instructor will be notified immediately and will be responsible for appropriate discipline. As a member of the UNH academic community, this responsibility falls under the academic honesty guidelines found within the *Student Rights, Rules, and Responsibilities Handbook*.

Please note: Failure to follow the CAE's policies and procedures may eliminate your ability to take future exams through the CAE.

FACULTY INFORMATION/RESPONSIBILITIES:

Delivery and return of the exam:

- The CAE will follow the directions of the instructor for proctoring, delivery, and return of the exam.
- Students may not transport their exams at any time.
- Faculty are required to submit their exams to the CAE a minimum of 24 hours prior to the start of their exam. This 24-hour guideline includes email, fax, and in-person delivery.

Please note the following:

- There may, at times, be extraordinary circumstances that arise when a student will need to change an exam time and/or date. In such situations, the CAE advises that students be held accountable by the faculty's course policy (noted in the syllabus). **Faculty must approve, in writing, all changes to an exam date or time.**
- If a student arrives more than 15 minutes late to begin an exam proctored through the CAE, the student will not be given the exam.
- Students taking exams through the CAE will be monitored, and incidents of dishonesty will be reported to the instructor.
- Test security is a high priority for the CAE. All exams, both blank and completed, are kept in a secure drawer within the CAE.
- If arrangements are not made in advance, faculty will need to arrange to proctor the exam themselves.
- Please keep in mind that the CAE has limited hours, staff, and space. To help us make test proctoring run smoothly, please follow procedures as outlined.