Alternative Testing Procedures for Instructors

Faculty are responsible for the educational activities of the institution, including the assessment of students’ learning in their courses. Thus, they are expected to provide reasonable accommodations for testing. When unusual circumstances preclude faculty from providing the reasonable testing accommodations, the Testing Center is available to provide the accommodation as back up.

Faculty should make every effort to provide the alternative testing accommodation in their area.

- When a student with a disability requests testing accommodations, discuss how and where future testing accommodations will be provided.
  - The student’s VISA (Verified Individualized Services and Accommodations form) lists the approved testing accommodations. Examples: Time and a Half – Double time - Need for a quiet or separate room – Reader – Scribe – Other.
  - Discuss schedule or other conflicts. Discuss time conflicts in the student’s and/or your schedule.) If using the Testing Center, make sure that the agreed upon time to take the test allows the student to finish by the time the Testing Center closes.
  - Tell the student where he/she will take the exams. Examples: Your office - Your secretary’s office – Another classroom – Testing Center
- If you are unable to provide reasonable testing accommodations approved on the student’s VISA in your area, use the following Testing Center procedures:

### Testing Center Procedures

**Hours Monday through Friday 8am to 4pm**

(Staff at the Karrmann Library are available to proctor tests on a limited basis outside of the designated hours)

**Phone:** 342-6006  
**Email:** testingcenter@uwplatt.edu

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<th>If the student’s schedule allows for testing at the Testing Center:</th>
<th>If the student’s schedule does not allow for testing at the Testing Center, here are some suggestions:</th>
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| - The student with a disability will provide you with an Alternative Testing Form a minimum of 3 days prior to each exam time.  
- Complete the Alternative Testing Form and send or deliver it with the test to the Testing Center 24 hours prior to the test time, remembering that it could take three days for the test to arrive by campus mail.  
- For mid-terms and finals, please submit the testing center form at least a week in advance of exam time.  
- Tests will be returned as indicated on the Alternative Testing Form.  
- An electronic test reading system (Kurzweil 3000) is available if needed. | - Allow the student to take the test at the same time as the rest of the class, in a nearby room free of distractions and/or allow extended time, as approved on the VISA.
- Arrange for the student to take the test under your supervision with extended time and/or a room with low distraction, as approved on the VISA.
- Arrange for the student to take the test under the supervision of another departmental faculty or staff member in a room with low distraction and/or allow extended time, as approved on the VISA. |

**Helpful tips:**

- Remind students of upcoming exams a week in advance to help the process go smoothly.
- It is important that there is clear communication between you and the student with the disability as to where and when the test will be taken and how long the student will have to complete the test.

**Please note:**

- Failure to give the Testing Center adequate notice of the testing accommodation may affect the ability of the Testing Center to provide the accommodation.
- Exams must be free of spelling and grammatical errors. Do not expect the Testing Center staff to edit your exam!
- Academic misconduct will be reported to you and you will decide on a course of action.

For more information about policies and procedures regarding the Testing Center, please call 342-6006 or email: testingcenter@uwplatt.edu.