

Student Accessibility Services (SAS) – Test Proctoring Information

SAS Testing Policy and Procedure

These policies and procedures are for all students who are registered with Student Accessibility Services, using the SAS Testing Center, and are eligible to receive alternative testing accommodations.

Please note that SAS-approved test accommodations may be provided by the course instructor, their designee, or Student Accessibility Services (SAS).

Students are encouraged to meet with a member of the SAS staff team to discuss any concerns the student may have regarding test-taking accommodations at any time during the semester.

- Important notes about the SAS Testing Center and this document:
 - ❖ This information does not apply to WNE Law Students or students attending classes at the NECC site.
 - ❖ Assessment, Exam, Test, and Quiz are used interchangeably in this document.
 - ❖ A SAS proctor supervises students while taking quizzes, exams, and assessments to ensure academic integrity and support students. The SAS testing space is intended to provide a distraction-reduced environment as an extension of the classroom.
 - ❖ Proctors are responsible for assisting students throughout the formal test-taking process including WNE placement tests and graduate exams, as appropriate. As proctors, the SAS team is responsible for ensuring students have access to appropriate resources and all approved accommodations during a scheduled SAS assessment.
 - ❖ SAS proctors are staff, graduate students, student workers, alumni, or faculty.
 - ❖ The process outlined above applies to virtual exams as well.

Maintaining the Integrity of the SAS Testing Center

Student Accessibility Services is committed to maintaining the highest academic integrity standards possible in our testing environment. To meet this goal, please note the following:

- A. A staff member may enter the testing room at any time to perform a random integrity check (a visual inspection of the testing space).
- B. Academic misconduct consists of any action that subverts the test instructions to provide an advantage on exams, quizzes, or assessments.
- C. Use of materials or resources not listed on the SAS Online Exam Request Form (e.g., Internet, text messaging, notecard) or listed as SAS-approved accommodations are strictly prohibited.

- D. For any and all incidents in which the SAS staff or proctor suspects the academic integrity of the test has been compromised, the proctor may take immediate action and notify SAS professional staff.
- Professional staff may stop the exam and collect any additional materials.
 - If the student is allowed to continue the student will be closely monitored.
 - Professional staff will notify the chair of the department offering the course, in accordance with the WNE academic misconduct process via email. In addition, SAS professional staff will share a copy of the notification with the instructor via email. The email notification will describe the observed incident with as much detail as possible.
 - The student suspected of academic misconduct is required to meet with the Director of SAS on the very same day of the incident, failure to do so will limit future testing availability in the SAS Testing Center.
- E. If there is a second incident of suspected or confirmed academic misconduct the student will lose the privilege of utilizing the SAS Testing Center for the remainder of their academic career with WNE.
- a. This determination may be appealed using the SAS Appeal Process.
 - b. Additionally, the SAS Professional Staff will notify the department chair and the instructor. The department chair will follow the next steps as outlined in the WNE academic misconduct process.
- F. The SAS Testing Center is or may use video monitoring through a closed-circuit security system or other software.
- SAS will not share video recordings with faculty and/or staff under any circumstances.
 - SAS-provided laptops may also be monitored in real time via software.
- G. Any exams proctored virtually through the SAS Testing Center are recorded.
- SAS will not share video recordings with faculty and/or staff under any circumstances.
- H. Students may not bring friends, parents, advisors, or any other non-test taker to the SAS Testing Space:
- Scribes and readers that are related to approved accommodations may accompany a student into testing locations.
 - Personal care attendants may also accompany a student into a testing location to assist only with activities of daily living (e.g., assistance to the restroom, or removing a jacket) and may not be present while the student is actively completing the test unless required for ADL support.

Student Information (Important for Faculty, too)

Faculty Notification Letters

- 1) Student Accessibility Services does not automatically inform faculty members and instructors that a student with accommodations will be in their class.
- 2) Students must complete the online Semester Request Form at the start of each term.

- 3) Students are encouraged to meet with each instructor each semester to discuss disability-related and testing accommodation needs in the course as outlined in the Faculty Notification Letters.

Scheduling a Test with Student Accessibility Services (SAS)

- 1) Students registered with SAS have access to the SAS Testing Center. If an instructor is able to administer an exam and can support the approved accommodations, then the student can choose to take the test with the instructor or use the SAS Testing Center.
- 2) Testing dates are usually provided on the course syllabus. SAS strongly recommends that you schedule all testing appointments (including finals) at the beginning of the semester.
- 3) A SAS Online Exam Request Form must be completed by the student for each specific test if the student will take that test with SAS.
- 4) Students are required to schedule their test at the same time their class is scheduled to take the test. For example, if the exam is scheduled for the class on Friday at 9am, then the student will start the test Friday at 9 am.
- 5) There are instances in which the student may be allowed to take the test on another day or time examples are as follows:
 - a. The extended time you need for your test conflicts with another class, or
 - b. The class meets outside of SAS testing hours, in which case we will need professor approval as to what day and time you are allowed to take the test.
- 6) Most tests must be scheduled with SAS at least 3 business days before the scheduled test date.
 - a. Finals should be scheduled with us at least 5 business days before the scheduled final exam.
 - b. Late request guidelines will apply to any test not scheduled during these timeframes and the exam may need to be rescheduled.
- 7) Most lab exams requiring special equipment or setup should be managed directly with the faculty member.
- 8) If you have a last-minute change or day-of request, the student may need to reschedule their exam, quiz, or test depending on the nature of your accommodation and SAS proctor availability.
 - a. SAS Testing Center does not have scribes, readers, interpreters, or assistive technology services on “standby” and does require time to coordinate.

Late Test Requests

If a student has submitted a late request for a test, then SAS will do its best to accommodate the student. However, we may not be able to guarantee that we can provide the accommodations due to the timing of the request and/or the availability of space and technology.

In some instances, we may not be able to administer the students' test and the student will have to take the test with the rest of the class or potentially a different day if approved by the instructor.

Faculty Information (Important for Students, too)

Delivering Exams to SAS

- 1) If an instructor issues pop quizzes in class, contact the SAS Testing Center at accessibility@wne.edu as soon as possible. The SAS staff will work with the student and

- instructor to accommodate pop quizzes on a case-by-case basis.
- 2) Test materials can be delivered to SAS in one of four ways along with test administration details:
 - a. Test can be hand-delivered by the instructor to SAS, Herman Hall, Suite 105 a minimum of 48 hours in advance of the scheduled test.
 - b. Test can be emailed to accessibility@wne.edu 48 hours in advance of the scheduled test.
 - c. If the test is in Kodiak and we need a password or any documents it should be emailed to accessibility@wne.edu at least 48 hours prior to the scheduled test.
 - i. Extend the time directly in Kodiak.
 - d. Exams that need to be converted (e.g., large print, braille, scanned into a computer) must be received by SAS with enough time to ensure Assistive Technology has ample time for conversion at least three (3) full business days.
 - 3) All approved SAS accommodations will be granted during a scheduled SAS exam proctoring session.
 - 4) SAS recommends that instructors provide the test in a sealed envelope with the professor's name and course details clearly marked on the envelope.

Providing Test Administration Details

- 1) Whenever possible faculty should provide the exam to SAS a minimum of 72 hours before the scheduled exam or within 48 hours of the scheduled exam.
- 2) When providing the exam faculty should provide test proctoring guidance, including but not limited to the amount of time allotted for the exam, exam instructions, faculty contact information, and additional details as needed.
- 3) SAS may clarify or answer any content-related questions during a test, as long as the answer does not endanger the integrity of the exam.
 - a. Students should notify SAS Staff or an available proctor if they have a question during a test. SAS staff will contact the instructor by phone or email.
 - b. SAS staff can also be available to accompany students to the instructor's campus location so that the student can speak to the professor directly to ask a question. SAS cannot guarantee that an instructor will be available while taking a test in the testing center.
 - c. If an instructor is unavailable, students are encouraged to continue the test and to write their questions down. Any written questions will be included with testing materials sent back to the instructor following the test.

Returning Exams to Faculty

Test materials will be returned to the faculty in one of two ways:

- a. Tests can be hand-delivered to the instructor at their WNE office.
- b. Test can be emailed to the instructor.
- c. Most exams are returned via email.

SAS Testing Center Details to Know

Hours

1. The SAS Testing Center is available Monday through Friday, 8:30 am-3:30 pm. SAS

reserves the right to adjust this time at any point during the academic year due to proctor availability.

- Extended hours may be available during times of high need such as mid-terms and finals.
- Summer and Winter hours may vary please contact accessibility@wne.edu for details.
- Students are encouraged to check the final exam schedule available on the Registrar's website for additional information.

Testing Procedures

In-person Testing Procedures

- 1) Beginning Fall 2023, students must show a photo ID (e.g., WNE ID Card, Driver's License) when checking in to the SAS Testing Center.
- 2) SAS staff will determine an appropriate location for each student within the SAS Testing Center once check-in is completed.
- 3) Students are encouraged to arrive at the SAS Testing Center 5-10 minutes prior to the start of the test to complete the check-in process.
- 4) Students will need to leave the following with SAS staff, there are no exceptions:
 - a. academic materials (e.g., textbooks, course materials, articles, etc.), laptops, tablets, and any electronic device that sends/receives data (e.g., AirPods, smartphone, smartwatch, Fitbit, etc.). SAS is not responsible for the security of the items, nor for any damage or loss.
 - b. All electronic devices should be turned to silent or completely off and also placed in the cabinet. SAS is not responsible for the security of the items, nor for any damage or loss.
 - c. Coats SAS is not responsible for the security of the items, nor for any damage or loss.
 - d. Students may be required to use a SAS-provided computer, at the discretion of the proctor.
 - e. Head coverings such as hats or bandanas (unless for medical/religious reasons).
 - f. Once checked in students are not allowed to leave the SAS Testing Space until the exam is completed.
- 5) Students are not permitted to leave the SAS testing area once they have begun their test.
 - a. Exceptions may include limited bathroom breaks and students with service animals that need to go outside.
 - b. SAS staff may accompany any student who has a service animal.
- 6) During busy testing days and finals, SAS may not be able to accommodate all exams in our testing rooms and will use various locations within Herman Hall and potentially across campus.

Remote/Virtual Testing Procedures

1. All virtual/remote exams are managed via recorded Zoom, with no exceptions.
 - a. The Recording MUST start at the beginning of the Zoom, with no exceptions.

- b. SAS staff are required to note in the Zoom chat that the exam is being recorded.
 - c. If for any reason the recording is stopped it must be announced on the recording and when the recording is restarted it must be announced as well. All communication relating to the exam should be in the recording, with no exceptions.
2. The student must use two separate devices (one for room monitoring and the other for test management, with no exceptions).
 - a. The student must use a functioning webcam and microphone.
 - b. If the student does not have access to a secondary device, they are not allowed to begin the exam, with no exceptions.
3. The SAS staff should send the Zoom link no more than 24 hours before the exam indicating in the subject line the following:
 - a. Recorded Zoom
 - b. Course Number
 - c. Faculty Last Name
 - d. Student Initials
 - e. Example- **Recorded Zoom Exam BIO 210-05 Smith-TJ**
4. Students must complete a review of the room/testing space and the desk/table must be clear of any materials except for the required test-taking materials.
5. Students can have no one else in the room with them.
6. The testing space must be well-lit, and the student must always remain visible with the Zoom microphone on during the exam, with no exceptions.
7. In some circumstances, dual screens/monitors may be permitted.
8. Students are not allowed to leave the camera viewing for any reason.
9. No use of additional applications or the internet.
10. Once the exam has been submitted electronically and the recorded Zoom Room has closed all recordings shall be saved on the SDS drive in the Recorded Zoom folder, with no exceptions.
11. All SAS-recorded Zooms are subject to review by the SAS Director and/or the Provost.
12. Under no circumstances will the SAS staff share recordings with faculty, chairs, or deans.

Late Arrival, No Show, and Cancellation

Late Arrival

- 1) Students are expected to arrive promptly at Student Accessibility Services at the time the test is scheduled.
- 2) If a student arrives late, you may lose access to extended time. The time that you are allowed is based on when your scheduled time, not the late arrival time.
- 3) For example, if you have scheduled a 3-hour test (including any accommodated time) and you are 30 minutes late, you will be allowed to test for 2 hours and 30 minutes, not the full 3 hours.
- 4) If you are going to be late, please contact SAS immediately to let us know.

No Shows

- 1) If you are unable to take your test for any reason, contact your instructor and SAS immediately.

- 2) If you do not show for a testing appointment, then the test will be returned the following day to the instructor with a note indicating you did not arrive and take the test.
- 3) Do not contact SAS to arrange another testing time. Students must first contact their instructor who will then decide if/when you can take the test at another time.
- 4) If a student misses two scheduled testing appointments without notifying SAS during any one semester, the student must meet with the Director before they are allowed to schedule any further tests with the SAS office.

Cancellation

If for any reason a student cancels an exam at Student Accessibility Services, the student should email accessibility@wne.edu

Contact Information

If students, faculty, or staff have questions or concerns regarding the information outlined in this document, please consult with a SAS staff member in the Student **Accessibility** Services office.

Student **Accessibility** Services
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