SDS Testing Policies and Procedures

Student Disability Services is pleased to offer our campus community with an alternative testing center for students with disabilities. Our testing center allows us to provide students with disabilities with an alternative testing location that supports our mission of an inclusive academic environment that meets the different needs and learning styles of individuals to the best of our ability.

SDS is committed to providing high quality services to our students and faculty. We are committed to protecting the integrity of each exam and administering tests in a secure and confidential environment with students meeting the same testing expectations of a traditional classroom. We also strive to maintain a welcoming, supportive, and inclusive atmosphere for students to feel comfortable when testing here.

What are testing accommodations?

Testing accommodations are granted to students when the nature of their disability creates a reasonable need for such accommodations. Approved testing accommodations will be listed on a student's Accommodation Letter, which is granted on a semester basis. Students will provide their professors with a copy of the accommodation letter each semester notifying them of any approved testing accommodations. Students are not obligated to use their testing accommodations for all exams; rather, they may choose the testing situations for which accommodations are necessary. A student may take some or all of their tests and quizzes in our testing office.

There are two options for providing testing accommodations. The first option is to arrange for testing accommodations in the department or classroom. The second option for testing is to arrange for SDS to accommodate the student in our testing office located at 1600 David Adamany Undergraduate Library.

Scheduling a test at SDS

All tests must be booked at least 2 business days in advance of the date of the test. Tests are booked through the student's online Accommodate profile. For information on how to book a test, please view the instructions located at: **studentdisability.wayne.edu/docs/how_to_schedule_an_exam_using_wayne_accommodate.pdf**. If a student wishes to test with accommodations at SDS and has missed the window of time to schedule online, they may complete the SDS late testing process. Please refer to "Scheduling a Late Test at SDS" later in the policy.

Students are expected to schedule exams at SDS at the same time the test is being given in class. **Students must receive permission from their professor to test at a date or time other than when the class is testing.** This includes early start times. For example, if a

student has back to back classes and needs to start early to allow for the accommodation of extra time so they don't miss a portion of their next class, the student is responsible for communicating this to their instructor and receiving permission for a different start time. When scheduling the test, students must note the reason they need an alternate start time and whether their professor has granted such permission. We strongly encourage students to include SDS (sdsexams2010@wayne.edu) on any e-mail communications with faculty regarding requests for alternate testing times. SDS will send reminders to faculty members within 2 business days prior to the exam time that will include the name of their students testing at SDS and the time scheduled. This reminder will serve as an opportunity for faculty members to verify whether or not they have approved alternate testing times. Faculty members may also log on to their Accommodate profile and view approved test requests for students in each of their classes. For more information on this, please view our Faculty information at **studentdisability.wayne.edu/docs/faculty_faq.pdf.**

SDS is open from 8:30am-5:00pm on Monday, Tuesday, Wednesday, and Friday and 8:30am-7:00pm on Thursday during the Fall and Winter semesters. During the Spring/Summer semester, SDS is open Monday-Friday from 8:30am-5:00pm. All tests must be completed 10 minutes prior to SDS closing time. If a student has evening or weekend classes, they will need to schedule their tests at SDS during office hours or work with the instructor to be accommodated in the classroom.

If there are changes that need to be made to a test request after it has been booked, it is the student's responsibility to contact the SDS regarding the change. Examples of changes would include the professor changing the testing date, an early start time, rescheduling of the test due to unexpected closures due to inclement weather, etc. Students may call our office at 313-577-1851 or e-mail sdsexams2010@wayne.edu regarding changes to their test requests.

Students are expected to inform SDS if they are not going to be coming for test they have scheduled and instead plan to test in the classroom. We also expect that students contact SDS if they drop a course that they have already scheduled tests for.

Scheduling a Late Test at SDS

In the event a student has not scheduled their test online prior by 2 business days in advance of the testing date, students have 2 options to schedule a test at SDS.

1. The student can pick up a yellow Late Test Permit from the SDS office. They will complete the student portion regarding the desired testing date and time, and will take the form to be filled out by their instructor. Once the instructor has signed the form, the student is responsible for bringing the completed form back to SDS.

2. The student may e-mail their instructor requesting to test at their desired date and time. The student must request the professor respond with their approval via e-mail and send the exam to sdsexams2010@wayne.edu with any instructions.

SDS cannot guarantee that tests for late requests will be received on time, as we rely on the instructor to send us the materials and necessary instructions. The student is responsible for rescheduling the test and receiving permission from the instructor if we are unable to get in touch with the professor to acquire the test for a late request,

In the event that a late request is made during a peak testing time (mid-terms or final exams), priority for a private room is given to those students who scheduled their exams online in advance.

Scheduling a University Placement/Institutional Exam

Any incoming or current student who would like accommodations on any of the University competency or placement exams (Math, Foreign Language, Critical Thinking, etc.) should first register with SDS. Testing accommodations will be determined by a Disability Specialist. To learn more about how to schedule an initial appointment to register with SDS, visit our Getting Registered with SDS page **http://studentdisability.wayne.edu/register.php**.

To register to take a placement exam with accommodations, you first need to pay for the test online through Testing and Evaluation at https://testing.wayne.edu/app/index.cfm. You can also pay in person at the Testing and Evaluation office on campus. Please view their website for more information on payment options. Once you have paid for the test, you will receive a Cashnet receipt number. You can then bring your receipt to the SDS office to schedule your exam. **Institutional and competency exams cannot be scheduled through the online Accommodate system. You must have your Cashnet number to schedule the exam with SDS.**

Institutional and competency exams must be scheduled with SDS at least one week in advance of when you wish to take the test.

Testing at SDS: What to Expect

Students are expected to be present at SDS and ready to begin their exam at their scheduled start time. SDS does allow a 15-minute grace policy recognizing that students' limitations may prevent them from arriving on time. After 15 minutes, students may begin to forfeit their testing time as they would if they showed up late for in-class testing. We will inform instructors of any late student arrivals.

Students must place all of their belongings outside of what they are allowed to use while testing in our locked storage room. SDS staff will escort students to store their belongings.

Our storage room for student belongings is secure and locked at all times and no students are allowed in this room unsupervised. We require all students to show us that they have put their cell phones in the storage room with their belongings and we ask that all phones be put on silent as to not disturb anyone testing in adjacent rooms.

Each testing room is equipped with a closed circuit camera that is monitored by staff at our front desk to ensure we are protecting the integrity of each exam. If SDS suspects any student of cheating, our staff will stop the exam immediately and inform the instructor. Any decision made in regards to this incident will be handled solely between the instructor and/or department and the student within the guidelines of the WSU "Student Code of Conduct".

Students are able to use the restroom in the SDS office while testing. Students MUST inform the front desk staff that they are using the restroom prior to doing so that all students testing in SDS are accounted for at all times.

Online Exams

Students enrolled in online courses are still entitled to extended time accommodations. Students should provide instructors with their accommodation letter in advance so instructors can extend the testing time for the student in Blackboard. Instructors should seek guidance on extending time for a particular student from the Blackboard Help desk at bbadmin@wayne.edu or 313-577-1980.

Students taking online courses with accommodations do not need to test at SDS, however they can choose to if they wish. Any student wishing to take an online test at SDS will need to follow our scheduling process and submit a Test Room Booking request through Accommodate.

Assistive Technology and Testing

SDS is equipped with a variety of assistive technology (AT) programs for student use. Examples of common AT include Kurzweil (text to speech software), Dragon Dictate (voice to text software), and Zoom Text (screen magnification). Any student wishing to use their assistive technology accommodation on a test **must** include this information on their Test Booking request or inform SDS of this in advance of the test start time. We cannot ensure that testing rooms equipped with the appropriate technology will be available without advance notice due to limited space.

Any student testing at SDS that requires use of a computer, web cams, or other supplemental technology, should also indicate this need on their Test Book request in advance.

Students are not permitted to use their own technology for testing unless they have received instructor approval to do so. If you require assistive technology or software that SDS does not currently have, discuss your needs with your Disability Specialist in advance of the test to work out a solution.

Peak Testing Times-Mid-Terms and Finals Week

SDS strives to do our best to provide every student with a private room for testing. As our demand for distraction reduced testing environments grows however, we cannot promise that every student will be provided a completely private room at our peak testing times of each semester (mid-terms and finals week). During busy testing times, students may be placed into a room with a student taking a different test and separated by a divider. We also will take students in small groups to test in a larger conference room where students are able to spread out considerably and work on their tests. Students are proctored 100% of the time by SDS staff when taken to an alternate location.

Unexpected University Closures

On rare occasions, the University may close unexpectedly due to inclement weather, power outages, or for other extenuating circumstances. In the event the University closes on a date that a student is scheduled to take a test, the student is responsible for letting SDS know when the rescheduled testing date will be. A new booking request does not need to be submitted online.

Extension Centers

Students enrolled in Wayne State courses at one of the Extension Center locations are still required to pick up current semester accommodation letters from SDS on Main Campus. Your Disability Specialist will reach out to the Extension Center to inform their staff of any students who will need testing accommodations. Extension Center staff will work with the student and instructor to provide extended time and distraction reduced environments for students with disabilities on site.

Students who wish to utilize assistive technology accommodations when testing such as Kurzweil, Zoom Text, Dragon Dictate, etc., will need to come to the SDS office on Main Campus to do so. Extension Center locations are not equipped with assistive technology at this time.

What Happens After the Test is Completed?

Once a student has completed their test, an SDS staff member will collect the test as well as any scrap paper the student used or other supplemental materials that the professor provided. Faculty members should indicate when sending the exam to SDS whether they would like to pick the hard copy test up from our office or if they would like the exam to be

scanned and sent to them via e-mail for grading. Tests that will be picked up from our office are sealed and an e-mail notification will be sent to the instructor letting them know the test is ready to be picked up. SDS staff will verify the instructor's identity by viewing their OneCard upon pick up. If faculty members wish to send a student assistant or other individual to pick their tests up from SDS, they will need to call or e-mail SDS to inform us in advance of this or indicate that this will occur. It is best to include this information regarding delivery preferences when sending the test instructions. Tests that are scanned and e-mailed to faculty members are kept in a secure location at SDS for one year in the event a faculty member later decides they would like to have the hard copy. All tests and answer sheets are destroyed after one year.

If you are a student and have further questions regarding our testing policies and procedures, please check out **studentdisability.wayne.edu/docs/frequently_asked_questions_about_testing_at_sds.pdf.** If you are a faculty member with further questions regarding our testing policies and procedures, please check out our **studentdisability.wayne.edu/docs/faculty_faq.pdf.** If you still have questions, please call us at 313-577-1851 or e-mail us at sdsexams2010@wayne.edu.