



Accessibility Resources

TEST PROCTORING POLICY

1. It is the student's responsibility to meet with each instructor every semester to discuss disability-related and testing accommodation needs for the course. Accessibility Resource Services does not automatically inform faculty members and instructors that a student with accommodations will be in their class.
2. A test Proctoring form **MUST** be completed by the student and instructor for **EACH** specific quiz/test/exam if the student will need testing accommodations. The form must be completed and given to the test site a minimum of 4 days prior to the test. Students are responsible for ensuring that the Accessibility Services Testing Center receives a completed Test Proctoring Form prior to the quiz/test/exam. Failure to deliver a completed Test Proctoring Form, on time, will result in a delay or the need to reschedule the test.
3. Accessibility Resource Services requires submitting your completed Test Proctoring Form a minimum of 4 days (96 hours) prior to the quiz/test/exam. If you have a last-minute change or day-of request, Accessibility Resource Services (and/or library staff) may need to reschedule your quiz/test/exam depending on the nature of your accommodations. Accessibility Resource Services does not have scribes, interpreters, or assistive technology on "standby" and does require time to coordinate these needs.
4. Testing is available at the Vande Bogart Library from 8:30 a.m. to 3:30 p.m. (quiz/test/exam must start time in order to be done by 5 p.m.).
5. Students must show a photo ID (e.g., MSU-N ID card, Driver's License) when checking in for testing.
6. Approved accommodations, specified on the Faculty Contact Sheet, for the current semester will be granted during the test.
7. Test will be given at the scheduled date and time, indicated on the completed Test Proctoring Form. Students who are late will forfeit the time they missed and will be provided with the scheduled time remaining unless otherwise noted through accommodations. Instructors will be notified of any late arrivals. If a student is more than 20 minutes late, the quiz/test/exam is considered a "no-show" and the instructor will be notified. It is the student's responsibility to contact the instructor about options to reschedule and to ensure that the Accessibility Resource Service Coordinator is provided with updated information if the test is successfully rescheduled.
8. Students are responsible for their own personal quiz/test/exam materials (i.e., pen, pencil, calculator, scratch paper, etc.). If the student forgets any personal items, they will be allowed to leave and retrieve any materials prior to starting the quiz/test/exam. The start time as indicated on the Test Proctoring Form will not change, upon return, students will have the remainder of the allotted time for completion.
9. Students will need to leave the following with the test administering staff: academic materials (e.g., textbooks, articles, etc.), laptops, tablets, and any electronic device that sends/receives data (e.g., smartphone,

smartwatch, Fitbit, etc.). These devices will be locked in a secure location. Accessibility Resource Services and Vande Bogart Library staff are not responsible for any damages or loss of personal items.

10. You are required to contact your instructor and the Accessibility Resource Coordinator immediately if you are unable to take the scheduled quiz/test/exam due to illness or emergency. Students are responsible for coordination makeup and rescheduled times with their instructor and test proctors.
 - a. Accessibility Resource Services (406)265-3533
 - b. Vande Bogart Library (406)265-3706

11. Students who have accommodations for breaks during testing should take note of the Van Bogart Library/Accessibility Resource Service Testing hours in order to access their breaks appropriately.
 - a. For example: if a student has access to one 5-minute break per one hour of testing, and has 3 hours to take a test, they would need to schedule their test to begin no later than 1:30 p.m. This ensures that the student has a full 3 hours to test plus 15 minutes total for breaks if needed.

12. Accessibility Resource Services/Vande Bogart Library proctors **will not** clarify or answer any content-related questions during the test!

13. Accessibility Resource Coordinator and proctors may come into any and all testing locations at any time. Scribes and readers that are necessary related to approved accommodations may accompany a student into the testing location. 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, removing a jacket, etc.).

14. Use of materials or resources not listed on the Test Proctoring Form (e.g., internet, text messaging, notecard, etc.) is strictly prohibited. Any actual or suspected incident/evidence of improper test-taking or Honor Code violation will be documented by Accommodation Resource Service staff/proctor and properly reported.

15. If an instructor issues pop quizzes in class, contact the Accessibility Resource Coordinator, in Cowan Hall 213C at 265-3533. The Accessibility Resource Coordinator will work with the student and instructor to accommodate pop quizzes on a case-by-case basis.

I acknowledge that I have read and agree to comply with all Accommodation Resource Service testing policies and procedures.

Printed Name

Signature

Date