

## Instructions for Scheduling an Accommodated Test

**WCTC Testing Center**  
800 Main Street; room C-020  
Pewaukee, WI 53072  
262.695.6215 (Phone); 262.695.6218 (Fax)  
testingcenter@wctc.edu

**The student must have an accommodation plan on file with the Student Accessibility Office for the current semester in order to use the Testing Center for tests.**

### Student Information:

1. Give a copy of your current Verified Individual Student Accommodations Card to your instructor.
2. Fill out the Accommodated Test Reservation form **completely** and **clearly**.
  - Tests should be scheduled during the day and time that your class is being tested, if this is not possible you and your instructor will agree on an alternative date.
  - The Testing Center Staff will make every effort to facilitate the test at the time it is being administered in the class (even outside our normal office hours).
  - Do not schedule accommodated tests during lecture time or test review.
  - The request must be submitted at least 5 days prior to the test date. **Late requests may not be accepted.**
  - Submit this request either by dropping it off in the Testing Center during office hours or email it to testingcenter@wctc.edu.

### Instructor Information:

At the beginning of each semester, students choosing to use testing accommodations will present you with a **current** Verified Individual Student Accommodations Card. **IF the student chooses to use the Testing Center for tests the student will fill out an Accommodated Test Reservation Form for each test.**

1. After the Testing Center receives the Reservation form from the student, you will receive an email from testingcenter@wctc.edu.
  - Verify that the student has provided you with a **current** Student Accommodation Card.
  - Reply to the email with the test administration information requested.
    - » Since your availability during the test administration will be limited; please give us clear instructions regarding your test and how to contact you.
2. Submit the actual test at least **two business days** before the scheduled test date; either email or drop it off during office hours.
  - This will allow us to prepare for the test appropriately, especially when working with adaptive software.
  - Along with the test, include any additional materials needed.
    - » For example, you will need to provide scantron answer sheets for your tests.
  - **On the day of the test, the Testing Center staff will not have the ability to track down the test.**
3. Indicate how to return the test to you.
  - Scanned and emailed.
  - Pick up in the testing center.
  - Email verification of completed exam.

### Office Hours:

Monday – Thursday  
8:00 a.m. – 5:00 p.m.

Friday  
8:00 a.m. – 4:30 p.m.

