Information for scheduling an Accommodated Test in the Testing Center.

Beginning with the Spring 2016 semester, there is a new scheduling process for students using testing accommodations. These testing services are offered in the Testing Center Room C020. Testing accommodations are changes in test administration that enable students to participate in tests in a way that allows abilities rather than disabilities to be assessed. Without accommodations, the test may not accurately reflect the student’s knowledge and skills. Test accommodations might include extended time, reduced distraction testing area, adaptive software, etc. Working together, we can provide students with a trouble free testing experience.

Be aware of Testing Center Policies!
1. You must have a valid photo ID. If you fail to present a valid ID, you will not be allowed to test.
2. Cell phones and all other electronic devices are not permitted in the testing room. Lockers are available.
3. Purses, backpacks, caps/hats, coats/hooded sweatshirts, watches, wallets and bags must be placed in lockers.
4. There are surveillance cameras in the Testing Center
5. Children are not allowed in the Testing Center.
6. Only testers are allowed in the Testing Center, no guests.
7. Food and beverages are not allowed in the Testing Center.
8. You must arrive 15 minutes prior to the start of the test. Late arrivals may not be allowed to test.

The Testing Center is not responsible for lost items.

STUDENT INFORMATION:
1. At the beginning of each semester, present your instructors with a CURRENT Student Accommodation Card.
2. A few weeks before each test, talk with your instructor to decide on the date/time that the test will be taken.
   a. 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.
   b. 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).
3. Fill out the Accommodated Test Reservation form COMPLETELY and CLEARLY; submit this form 7 business days before the test date.
   a. Paper form may be dropped off at the Testing Center (C020) during office hours.
   b. Or email form to testingcenter@wctc.edu

INSTRUCTOR INFORMATION:
4. At the beginning of each semester, students choosing to use testing accommodations will present you with a CURRENT Student Accommodation Card.
5. After we receive the Reservation form from the student, you will receive an email from testingcenter@wctc.edu. Once you verify that the student has provided you with a CURRENT Student Accommodation Card, you will need to complete the Instructor portion of the reservation form.
   a. Since your availability during the test administration will be limited, please give us clear instructions regarding your test.
6. Submit the actual test at least 2 business days before the scheduled test date; either email or drop off during office.
   a. This will allow us to prepare for the test appropriately, especially when working with adaptive software.
   b. On the day of the test, the Testing Center staff will not have the ability to track down the test.
7. Along with the test, include any additional materials needed.
   a. For example, you will need to provide scantron answer sheets for your tests.
8. Indicate how the test should be returned to you.
   a. Scanned and emailed
   b. Pick up in the testing center
   c. Email verification of completed exam