

for the type of environment they need (e.g. assistive technology, private study carrels, media-viewing equipment, or study group tables). In the event that no rooms are available for accommodative testing purposes, students should *first* speak with their instructors to negotiate an alternate date and time for testing. Should this option not be possible, students must contact the Assessment Supervisor *immediately* to work out an alternate solution.

EXTENDED TIME

The amount of extended time allotted for DSPS students vary according to their individual test proctoring cards. ASC employees calculate the appropriate exam time for DSPS students who receive extended time, based on test proctoring cards and faculty instructions.

READERS

Students who receive readers as part of their accommodation must inform the ASC 24 hours in advance by filling out the appropriate form(s). Readers are provided by the College and may only read exams *as they are written*. They may not interpret, elaborate, or discuss any questions with students. If examinees have questions regarding their tests, they must discuss them with their instructor. Readers may re-read test questions as many times as reasonably necessary.

SCRIBES

Students who receive scribes as part of their accommodations must inform the ASC 24 hours in advance by filling out the appropriate form(s). Scribes act only as "secretaries" and write down *only what the examinee says to write down*. Scribes will do the best they can with regards to grammar, spelling, and punctuation; however, they will not in any way assist students with answers or modify examinees' verbal responses.

MEDICAL BREAKS

Students who receive medical breaks as part of their accommodations are allowed to leave the testing room and return to complete their exam (s). *Breaks should not take more than 5-10 min-*

utes. Students can use the restrooms but may not leave the LRC building, not even to smoke. (Smoking is not an approved testing accommodation!) Due to the nature of the break, females may take their purses with them. Students on break from an exam cannot speak with others, either in person or on the telephone, nor are they allowed to take their belongings with them, look at any resources, or otherwise engage in activity that could reasonable be construed as cheating. They may grab a snack or drink from their bags. ASC employees will add break time taken back to the clock when students on medical breaks return for testing.

DELIVERY SERVICE



Delivery service is available for instructors who want completed examinations returned to their department. The instructor must indicate this service at the bottom of the "Test Administration" form.

Deliveries are made on Tuesdays and Thursday afternoons.

PICK-UP SERVICE

Instructors also have the option of coming to the ASC to retrieve a completed exam from their files. Once again, the instructor must indicate this service at the bottom of the "Test Administration" form.

Tests that have not been either delivered or picked up will be cleaned out of the files at the end of each semester and sent to instructors through campus mail.



ASC

Test Administration Services



Mission Statement

The Academic Support Center helps students reach their educational goals by developing their academic skills and encouraging them to become independent learners. In addition to responding to student requests for assistance, the ASC staff anticipates student needs and provides services such as individual and group tutoring, instructional handouts, workshops, and supplementary computer programs. Our Center also supports faculty and classroom instruction through assessment and testing administration services.

ASC HOURS

The ASC is open five days a week, Monday through Friday. Testing hours are: Monday-Thursday 8 am - 8 pm & Friday 8 am - 4 pm. Testing hours are 8 am-4 pm during summer & winter sessions.

TESTING & ASSESSMENT SERVICES

The ASC offers a variety of testing and assessment services to support student learning and serve the public at large.

Through the ASC testing services, students (whether they receive accommodations from Disabled Students Programs & Services or have instructor permission to make up a classroom exam) depend on quality testing services in the ASC in order to succeed in their classes.

CR TESTING SERVICES:

- Math & English Assessments
 - Re-tests \$10 each
- Accommodations for DSPS students
- Classroom make-up exams (incl. finals)
- English Competency Exams
- Distance Education exams

OTHER TEST ADMINISTRATION SERVICES:

- GED Exams
- Ability-to-Benefit Testing
- Out-of-District Exams
 - \$20/hour fee must be paid before test is scheduled

STUDENT RESPONSIBILITIES

To receive testing administration services by the ASC, students must: be authorized by the course instructor to take the exam in the ASC, show a valid photo I.D. card*, and have a current CR I.D. number. Valid IDs include drivers' licenses, state ID cards, passports, or CR photo ID cards.

*Students who do not have a valid photo ID card can 1.) obtain written documentation from the course instructor verifying their identity or 2.) have another CR employee confirm their identity.

ACCOMMODATIVE TESTING FOR DSPS STUDENTS

Students receiving testing accommodations

through the ASC must also submit their *current* test proctoring accommodations card to an employee at the testing station. The card must be *completely* filled out (dated & by DSPS staff member with specific accommodations clearly marked, etc.) and signed by the course instructor *in order for the specified accommodations to be administered for each respective class.*

In the event that students need accommodations other than those listed on their card, they must make arrangements with DSPS to receive a new services agreement and test proctoring card and file the new card (*with* faculty signatures) with the ASC. Under no circumstances can students or the ASC alter accommodations cards. If a test proctoring accommodations card has been misplaced, students will also need to provide the ASC with a new one (all necessary signatures included) *or will not receive the specified testing accommodations.* It is the student's responsibility to ensure that the card is complete and on file in the ASC in order to receive their specified testing accommodations.

TEST ADMINISTRATION FORM

ASC policy is to follow testing instructions on the test administration form exactly as written by the instructors. For a test to be administered in the ASC, instructors must identify students who are taking a make-up test or receiving testing accommodations. When students are not specifically listed on the test administration form or disagree with the test administration instructions, they need to contact their instructor(s). Instructors may call the ASC to add students to the test administration list or alter their testing instructions. If a test is not yet on file, it is the student's responsibility to notify the faculty member since initial test arrangements were made directly between individuals. Unless there are extenuating circumstances, ASC employees do not contact faculty regarding the status of student exams.

TEST MATERIALS

Students may obtain test materials such as cal-

culators, scantron sheets, blue books, or paper at the Library Circulation Desk or CR Bookstore. ASC employees must check all blank before directing students to the testing room.

PERSONAL ITEMS

Students must leave all personal items in the designated area at the front desk or in the testing area. ASC employees will provide students with a baggage claim tag so that they may retrieve their belongings after completing their exams. For security purposes, female students may take their purses in the testing room with them, but they may not open them.

COMPUTER SERVICES

Students who are authorized to use a computer for their tests will be provided an ASC disk for their exams, which must be returned to the staff when testing has been completed. Assistive software and word processing is available on some of the computers for students who are eligible for this testing accommodation. ASC employees will make printouts of test responses when students have completed their exams, and they will file the printouts with instructor completed files. Students should make *24-hour advanced arrangements* with the ASC to schedule a computer for testing purposes. Should students need a private testing module as well, they must also make that reservation.

ROOM RESERVATION SERVICES

The ASC has six small distraction-reduced modules which are available for accommodative testing purposes to qualified DSPS students. Although individuals must typically reserve the rooms in advance at the ASC front desk or testing station, drop-ins are welcome on a first-come, first-served basis. Students are *strongly encouraged* to make *48-hour* advanced reservations for these modules *during midterms and finals* due to the increased demand for testing space, particularly during morning and early afternoon hours. Rooms are uniquely set up, so students should sure to ask