

STUDENT ACCESSIBILITY CENTER

TESTING POLICIES & PROCEDURES (STUDENT)

POLICY

Testing accommodations are any modifications made to tests or testing conditions that allow students with disabilities to demonstrate their knowledge, skills and comprehension. Students and Faculty can elect to use the SAC Testing Offices for the implementation of any testing accommodations. They can also elect to implement testing accommodations in the classroom, without directly using the SAC Testing Office.

In order to use these accommodations, students must send their accommodation letters each term. Once the accommodation letter has been processed, students will be able to schedule their exams in Accommodate. **We encourage all students to check the syllabi for their courses and schedule all quizzes/exams/finals at the beginning of each term.**

- **Academic Integrity Policy: The Student Accessibility Center follows the University's Academic Integrity Guidelines.** SAC will notify faculty members and Deans regarding any students suspected of cheating. Possible sanctions may include receiving an F or O on the exam, the course, or more, as determined by the faculty member, Dean, and/or Provost.
- **No personal belongings or technology (cell phones, smart watches, headphones etc.) are allowed in the testing room without approval.** If students are caught with unapproved devices, it will be considered a violation of the **University's Academic Integrity policy.**
- **All testing rooms at the LSC, WTC, and HSC (including private rooms and group testing rooms) may be monitored by camera.**
- **Sick/Illness Policy:** Students that are currently dealing with illness (i.e. COVID-19, Flu, Norovirus, etc.) will not be able to test in the SAC office, as it places the SAC staff and other students at risk. Students will need to reach out to their faculty regarding rescheduling the exam, and email SAC the new date/time at SACTesting@luc.edu.
- **Early Policy: Students cannot begin an exam more than 15 min before the time they have scheduled without faculty permission, due to Academic Integrity concerns.**
- **Late Policy:** Students are allowed to begin an exam up to 15 min after the scheduled start time. Time will not be adjusted for students that arrive late for exams. **Students that arrive more than 15 min late will be unable to start the exam, and will need to take the exam in class or follow up with their professor.**

- **If students identify that they are not receiving the appropriate approved testing accommodations, they should not begin the exam and should immediately follow up with SAC staff for assistance.**

PROCEDURES

- **At the beginning of each term, students must log into Accommodate and send their accommodation letters. Students will not be able to schedule exams until they have sent their accommodation letters, and the SAC has processed the letters.**
- **Students must submit all exam/quiz requests via Accommodate at least 7 days in advance.** Students who attempt to schedule an exam/quiz less than 7 days in advance will need to contact their professor and plan to take the exam in class.
- All exams/quizzes must be scheduled using **Accommodate**; **requests will not be accepted via walk-in, phone call, or email.**
 - Students with extenuating circumstances (recently approved for accommodations, injury, family emergency) can send an email to SACTesting@luc.edu for assistance. Forgetting to schedule is not an extenuating circumstance.
- **Exams/Quizzes during the regular term should be scheduled the same time/day as the class**
 - Students are encouraged to consider their extended time accommodations when creating their class schedules.
 - **If students have an evening class (after 5pm) or an exam/quiz that will end after 5pm, please contact SAC at sactesting@luc.edu for assistance with scheduling.**
 - With their extended time, if there is a conflict with another course, students must email their faculty (and CC SACTesting@luc.edu) to determine if an alternate time is possible. SAC will follow the student/faculty decision on exam time.
 - Completed exams/quizzes are uploaded to Accommodate for faculty to access, or made available for faculty to pick-up, within 2 business days.
- **If a student is scheduling an exam, quiz or final from a previous term, they will not be able to do so in Accommodate. Please email SAC at sactesting@luc.edu regarding scheduling this type of exam or quiz.**

- **The deadline to schedule final exams is two (2) weeks before the first day of Finals Week.**
 - **Final Exam Booking Instructions** (please see the link for detailed instructions on how to book Final Exams through Accommodate.)
 - **Common Final Exams** (MATH 110, 117, 118, 130, 131, 161 & CHEM 160, 180, 240, 260) must be scheduled at the **Lake Shore Campus** location.
 - **SAC Offices will be open for extended hours during Finals Week to accommodate evening exams: M-F 8am-9pm, and LSC Sat 8am-7pm.**
 - Final Exam retakes scheduled outside of Finals Week will need to be scheduled during our regular office hours M-F 8:30am-5pm.
- SAC provides exam proctoring for exams in-person, either on paper or online. **SAC does not currently proctor online-remote exams.**
 - Students taking online exams are expected to bring their personal laptops.