

# Test Proctoring

## Students are Responsible for:

- Contacting DS to request testing accommodations.
- Knowing the testing accommodations that have been approved for her/him.
- Informing faculty at the beginning of the semester the testing accommodations he/she will be using.
- Correctly filling out test proctoring form four (4) days in advance for each exam.
- Arranging with faculty for getting the exams to DS.
- Requesting assistance when problems or questions arise about testing accommodations.
- Conducting themselves during all examinations according to Southwest Minnesota State University's rules and regulations.

## Guidelines and Procedures:

- Examinations WILL NOT be given if test-proctoring forms are not filled out correctly and on time (4 days prior to test).
- Examinations WILL NOT be given at alternate times without the permission of the instructor.
- Students who are caught cheating will have their examinations taken away and the situation will be immediately reported to the instructor.
- Once an examination begins students WILL NOT be allowed to leave Disability Services until the test is completed, unless previously approved by the Director of Disability Services.
- Books, notes, (unless specified by the professor on the proctoring form) are not allowed in the testing room. This includes auxiliary aids, i.e., personal computers, phones, Braille and Speak, etc.
- Auxiliary aids needed during testing such as interpreters, scribes, computers, Kurzweil, etc. will be arranged by DS staff.

## Extended test time:

<u>Time allowed in class</u>	<u>Time allowed in DS (1½ time)</u>
15 minutes	23 minutes
50 minutes	75 minutes
75 minutes	113 minutes
110 minutes (finals)	165 minutes (2.45 hours)

We don't do unlimited time and if a student is late it counts toward time allowed in DS. If you are not here on the date and time of the exam, the student must arrange a retake with your professor.