



# TESTING GUIDELINES

*Testing accommodations are provided by the faculty or by the Office of AccessABILITY.*

*Disciplinary action may be taken against students who do not follow these guidelines.*

## Student Responsibilities:

- ✓ Students requiring testing accommodations should complete a Testing Arrangement Form (TAF) for each examination. Forms can be picked up at the Office of AccessABILITY in room 1214B East, TH 205 or printed from our web site.
- ✓ **TAF's must be submitted to TH 205 at least 2 weeks prior to the test date.** A testing staff member at the Access & Technology Center will assign a proctor and the location to you. All students **must confirm** their exam date/location **1 day before** the test date either by stopping by TH 205 or calling 212-650-3582.
- ✓ **Final Exams** are held in **TH 205** unless otherwise instructed by Ronald Rateau, testing coordinator.
  - (A) Students must submit TAF forms before the deadline set by the office of AccessABILITY.
  - (B) If students fail to meet the Testing Arrangement deadlines, they must arrange a substitute time with their instructors.
- ✓ Students meet their proctor in their assigned room on the test date. Students are required to call the testing at Access & Technology Center in case of absences at least 24 hours before the test date. In case of lateness, students will only be given the remainder of their allotted time as indicated on their TAF. Proctors will only wait for ½ hour in testing area.
- ✓ All missed exams will be returned to the department. The exam can be rescheduled with instructor. Please follow guidelines on the syllabus!
- ✓ If you need the use of a computer as your accommodations you should inform testing staff at the Access Center prior to exam.

## Faculty Responsibilities:

- ✓ It is **very important** that all exams dates are included in the class syllabus in order for students to schedule their accommodations in advance.
- ✓ **A minimum of 2 weeks is needed to secure a proctor, reader, scribe to give an exam.**
- ✓ Faculty signs and dates TAF. To authorize anything outside of the students accommodations (e.g., open book) indicate on TAF and initial it.
- ✓ All exams should be ready and dropped off/collected at least **24 hours before** scheduled exam. The Office of AccessABILITY will pick up exams between the hours of **9am-5pm Monday – Friday**. Please leave exam(s) in department as indicated on the TAF. If the test is not in the department at time indicated on the TAF ready for pick-up the instructor will be responsible to make other arrangements.
- ✓ If you choose to drop off the exam, please bring it to the Office of AccessABILITY room TH 205. You may also email your exam to the testing staff at the Access & Technology Center, [acesstesting@hunter.cuny.edu](mailto:acesstesting@hunter.cuny.edu) with prior arrangements.
- ✓ If the instructor should fail to arrange for the pick-up, or delivery of their exam to and from the office, then they are responsible for administering the accommodated exam to the student.

## Office of AccessABILITY Responsibilities:

- ✓ All completed TAF's are processed 2 weeks prior to the test date; a proctor will be assigned accordingly.
- ✓ The testing staff or assigned proctor will pick up the exam from the department at least 24 hours before the test time.
- ✓ All exams are kept in a secure envelop and location and will only be open at the time of the exam.
- ✓ All exams are administered during the regular class and exam dates and hours. In case of possible conflicts with other class hours, which may interfere with students' accommodations, and or in case of medical emergencies, an alternative time and date will be proposed.
- ✓ Upon completion, tests are returned to the departments during the hours of 10-11am, Monday-Friday