

TESTING ADMINISTRATION PROCEDURES Methods of Test Delivery

All accommodating exams will be conducted at an assigned OSS test room, and should be delivered to OSS according to one of the methods listed below.

Regardless of the delivery method, the test/exam *must* be received at FH013 by OSS a few days prior to the testing date, accompanied by the *blue form* (TABF) indicating where/how the test is to be delivered (or returned) once it has been completed.

1. Professor/instructor *personally delivers* the test/exam in a sealed envelope or emails it to:
SPSV.TESTING@QC.CUNY.EDU
2. Instructor or department designee delivers exam.
3. Instructor faxes exam and indicates on the accompanying *blue form* (TABF) the fax number to which the exam should be sent. He/she also should list the name(s) of the student(s), the name of the class, and any special instructions for the proctors. (Make a copy of exam for additional students, include Scantron sheet, etc.)
4. Instructor *emails* test/exam to test/exam-specific email, indicating on the accompanying *blue form* (TABF) that the exam is being sent by email. He/she also should list the name(s) of the student(s), the name of the class, and any special instructions for the proctors (make a copy of test/exam for additional students, include Scantron sheet, etc.).

Note: Only in an emergency will the OSS pick up a test. The instructor must indicate on the accompanying *blue form* (TABF) that the test is being picked up by the OSS staff.

Logging In/Out of Tests

Recording of the exam arrival and departure times is necessary for test security and also to aid in avoiding exam misplacement. As exams are logged in when received, the following information also is to be recorded:

1. Name of student, course, and instructor;
2. Date and time the test was received;
3. Date of test administration.

When exams are being returned, the following information is to be recorded:

1. Signature of person returning test (student, instructor, staff);
2. Date and time it leaves test site;
3. Where the test is to be delivered.

Returning the Completed Test

Proctors will return the test/exam in a sealed envelope according to the instructions on the *blue form* (TABF) that accompanied the exam when it was delivered to OSS.

Testing Schedule

The Testing Schedule is to be completed by students and instructors in order to schedule testing that requires reasonable accommodations, such as extended time, reader, scribe, etc. The following points must be observed:

1. The professor must complete the *blue form* (TABF) at least one week prior to regularly scheduled testing date.
2. The professor must treat the student receiving accommodations the same as the rest of the class.
3. A separate *blue form* should be completed for each course in which the student requires testing accommodations.

Starting a Test

1. Check the *blue form* (TABF) to identify authorized materials for use during the test.
2. Ask student(s) to leave book bags and all other unauthorized materials in an appropriate location.
3. Ensure that student(s) receive(s) approved accommodations (reader, scribe, reduced distraction, extended time, etc.).
4. Lead student(s) to test site, and inform them of the following:
 - a. Time allowed;
 - b. Type of accommodations: (i) start time; (ii) projected end time; and (iii) return location upon exam completion.

Proctoring a Test

1. Test proctors may be any of the following: staff or work-study student employee monitored by staff member.
2. Proctor responsibilities are as follows:
 - a. Maintain test confidentiality and security;
 - b. Receive, administer, and return exams;

c. Monitor students during test.

3. Inappropriate proctor activities are as follows:

a. Answering test-related questions;

b. Reading/scribing a test without having a general knowledge of the subject matter (above the level of the student taking the examination).

4. Using cell phones. **Exam Breaks**

As in a regular classroom, students must go to the restroom or take water breaks before their exams. However, as with a regular class, students with disabilities will lose the time that they take for their break from the total exam time. If a student's disability is such that his or her documentation supports extended break times, an exception to this rule will be made. To maintain exam security, break policies should be established.

1. Staff will review documentation to determine break accommodations (if any).
2. Staff should inform students that extended time may include breaks, and this point should be written on the *blue form* (TABT).
3. Students should inform proctors of the need for extended break time *before* the exam begins.
4. If there is a break, students may *not* leave the test site during the break, and students should be escorted to and from the facilities.
5. If leaving the testing room, students *must* turn in their exam materials to the proctors; their exam materials may be retrieved when they returning to the exam.
6. All books, book bags, coats, etc., must remain in the designated area undisturbed unless otherwise noted by the professor.

Test/Exam Clarification

Students completing exams at the test site will likely have questions regarding their exam. Unlike the regular class, students taking exams at the test site do not have ready access to the instructor. Test-site staff are *not* permitted to answer any exam-related questions. Students' questions may be answered *only* in the following ways:

1. Students may call the instructor or department staff—with permission from the test-site staff.
2. Students may write a note to the instructor on the "Exam Comment Form" and include it in the exam packet if the instructor is unreachable.

3. The "Exam Comment Form" also may be used to document any unusual exam situations.

Ending a Test/Exam

To end an exam, proctors do the following:

1. Require the student to complete exam by designated time.
2. Collect *all* exam materials.
3. Record end time on the *blue form* (TABT) and the test/exam envelope.
4. Place the exam in a sealed envelope.
5. Log out exam (see log in/out procedures, above).
6. Return the exam to instructor/department.

Returning a Test/Exam

On the *blue form* (TABT), the instructor should indicate the preferred method for returning the exam:

1. The instructor/department designee will pick up the completed exam at the test site.
2. The proctor(s) will deliver the test/exam in a sealed envelope to the location previously indicated on the *blue form* (TABT).
3. OSS staff will return the exam to the instructor/department by hand delivery. If this method is chosen, a return sheet (companion to the log sheet) should be established to record the following:
 - a. Date and time the exam is returned;
 - b. Building and room number where it is returned; and
 - c. Signature of person who is accepting the exam.
4. OSS will fax the exam back to the instructor or department.
5. OSS will email the exam back to the instructor or department.

Makeup Tests/Exams

For a student to reschedule a test/exam, the student must meet with their Disability Counselor to discuss the reason for the need to reschedule the test. It is the Counselor's decision whether to permit the rescheduling; this should be a case-by-case decision. The following are the criteria and the processes for rescheduling a test/exam:

1. Does the student have a track record chronically rescheduling his or her tests?
2. Can the student provide a doctor's note explaining any prior absences?
3. The Counselor must speak to the professor to discuss and clarify the situation. The Counselor also must inform the professor that rescheduling the test for a later date might damage the integrity of the test/exam.
4. If the student has not rescheduled any prior test, the Counselor can choose to approve the rescheduling of test.
5. The Counselor must call the professor to obtain the appropriate information and approval for rescheduling the test/exam.