

## TESTING POLICIES AND PROCEDURES

### Standard Policies/Procedures

- When students schedule exams, we need ***AT LEAST THREE BUSINESS DAYS NOTICE*** to guarantee testing (**one week is required for final exams**). Remember, it is your responsibility to schedule all exams with our office. We encourage you to check the class syllabus and schedule as many exams at the beginning of the semester as possible; doing so reduces the likelihood of late scheduling. You can schedule:
  - via email at [msu.accesstesting@murraystate.edu](mailto:msu.accesstesting@murraystate.edu)
  - via phone at (270) 809-3146
  - by coming to our office (417 Wells Hall) during business hours (8:00 AM-5:30 PM Mon- Thur., 8:00-4:30 on Friday. We can stay open until 6:30 for evening exams as needed).
  - Using the online form available on our website ([murraystate.edu/sds](http://murraystate.edu/sds), then click on the “Forms” page. The SDS Testing Accommodation Request Form is also available on this page.)
- Professors: Exams must be received by 4:00 pm the day prior to the exam. If not the exam may be rescheduled for another day/time.
- Failure to schedule your exams at least three business days in advance may result in you having to take the exam in class without accommodations.
- When you schedule exams, they must be taken at class time, unless you have been assigned an alternate time. Aside from class time and/or alternate times, **your professor must approve any change in day or time of testing.**
- If you need to cancel an exam due to illness, you must reschedule with your professor and notify the Testing Center. We need an email confirmation from your professor to verify the change.
- **You must show up on time to take your exams.** If you are more than twenty minutes late, we will seal your exam and return it to your professor. You will be responsible for contacting your professor and requesting a makeup.
- If you show up early to take an exam, you are allowed to start up to thirty minutes before your scheduled time. Anything earlier than that will require approval and confirmation by your professor.

- If you finish before class time, you must stay in the testing center until at least ten minutes after your class starts. You may study, read, draw, or work on homework. **You may not use your phone. With permission**, you may use the computers in 413 for homework.
- The Testing Center has a zero tolerance policy on cheating. At any appearance of cheating, your exam will be collected and your professor will be notified immediately. Your professor will follow the guidelines set forth in Murray State University's Academic Honesty Policy. **The use of your cell phone during an exam will be considered cheating.**

### **TESTING ACCOMMODATIONS**

- We need current (less than three years old) documentation on file with the Student Disability Services office in order to provide testing accommodations.
- The following accommodations are available and will be offered based on a review of your documentation:
  - Distraction-reduced environment
  - Extended time (double or triple in-class exam/quiz time)
  - Reader
  - Scribe
  - Computer/spellcheck
  - Calculator
  - Other
- During the first two weeks of every semester, please
  - Pick up your accommodation forms when you receive notification that they are ready. Take them to your professor to sign. We encourage you to meet them during their office hours. Bring your signed accommodation forms back as quickly as possible.
  - **Remember you must return the signed accommodation forms to our office in order to receive testing accommodations.**

**If you have any questions or concerns about testing, feel free to contact the Testing Center Supervisor at (270) 809- 6934.**

**If you have any questions or concerns about disability services and accommodations, feel free to contact the Director of Student Disability Services at (270)-809-6888.**

The chart below shows how the policy requiring 3 business days notice works:

<b><u>Test Day</u></b>	<b><u>Latest Day to Schedule with Testing Center</u></b>
Monday	The previous Wednesday
Tuesday	The previous Thursday
Wednesday	The previous Friday
Thursday	Monday
Friday	Tuesday

- This policy ensures that we have an appropriate amount of time to request exams from professors. Students are permitted one excused late schedule. If there is a second late schedule, the student will need to meet with the Testing Center Supervisor. A third violation will require the student to meet with the Director or Associate Director of the SDS office. ***Remember, failure to schedule your exams at least three business days in advance may result in you having to take the exam in class without accommodations.***