



MURRAY STATE UNIVERSITY

Student Disability Services

STUDENT DISABILITIES SERVICES **TESTING POLICIES AND PROCEDURES**

Standard Policies/Procedures

Forms

Students who want to utilize their testing accommodations must complete an SDS Testing Accommodations Request Form each semester/term. This form can be found on our website (murraystate.edu/SDS). These forms must be completed every semester/term so that our SDS Staff members know which professor(s) to contact to make the appropriate arrangements. If your schedule changes after you have completed these forms, please contact the SDS Testing Center as soon as possible.

Below is an example of the digital letter an SDS staff member will create to email to student(s) and professor(s). A letter is made for each class the student requests testing accommodations for, and each letter will be sent to each professor for approval. For example, if the student is taking six (6) classes with six (6) different professors, the student would receive one (1) letter, and each professor would receive one (1) form for their respective course.

For accommodations, extended time for tests/quizzes and distraction-reduced environment is automatically approved for every student eligible for testing accommodations and explained in letters sent to the student and the professor. If you are approved for additional accommodations for example, if you are allowed a reader while taking your exams, this information will be shared with your professors so they are aware of all of the accommodations you are eligible to receive while taking your exams in the SDS Testing Center.

Alternate Testing Time, if you have been assigned an alternate testing time due to a class conflict, this information will be noted and highlighted in your letter you receive for that corresponding class. **Please note SDS cannot guarantee testing accommodations outside of our SDS Testing Center (with the exception of extended time for exams/tests/quizzes related to an online course) without prior approval of the professor and the SDS Director.**

The digital testing letter will be sent to the student via their Murray State email address. Each student is required to review their letters, make note of alternate testing times (if applicable), and respond via email stating they agree to their accommodations. This will serve as your digital signature for the semester. These letters will also be shared with the appropriate professor(s), and each professor will also be expected to respond stating they understand your accommodations. Similarly, your professor's response will serve as their digital signature. This is to ensure that all parties are aware of the appropriate accommodations.

The information outlined above also applies to online courses.

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Student Disability Services

Example of Digital letter to student



MURRAY STATE UNIVERSITY
Student Disability Services

July 26, 2024

(Student's Name)

Sent electronically to **(Student's Email)**

PERSONAL AND CONFIDENTIAL

STUDENT: **(Student's Name)**

ID: M00000000 **(Student's M#)**

The purpose of this letter is to notify you of your specific testing accommodations. You have requested testing accommodations for the following course(s): Fall 2024

CIV 202-02 **(The class this accommodation is associated with. This will change per letter)**

SDS Staff members will contact each professor on your behalf and share your forms to activate the testing accommodations listed below. Below is a list of your specific accommodation(s):

(All testing Accommodations you are approved for with SDS are listed below.)

Testing - Extended Testing Time

Testing - Spell Check

Testing - Scribe

Testing - Separate Room

Please note that accommodations apply to all classes regardless of format (online, in-person, hybrid). You are not required to use every accommodation listed for every class. It is highly recommended that you utilize all of your accommodations as they pertain to each class.

To activate your accommodations, please review each listed above and respond to this email stating that you understand and agree to them. This email will act as your electronic signature for all your testing accommodations for the semester.

Alternate Time Section: Based on your schedule this semester, you will need an alternate time to take your exams due to a class conflict. We suggest the following time(s) and day(s) for exams.

Time(s): _____ AM/PM Day(s): _____

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Alternate times are solely based on your class schedule and for no other reason. If a conflict outside of class time occurs (for example, work, appointments, etc.), please contact your instructor to determine an appropriate alternate time to test.

If you have any questions regarding the provision of these accommodations, please contact me at jbrock5@murraystate.edu or 270-809-4340

Regards,

Jordan Brock

Jordan Brock
Retention and Testing Specialist, Student Disability Services



MURRAY STATE UNIVERSITY
Student Disability Services

Example of Digital letter to professors



MURRAY STATE UNIVERSITY
Student Disability Services

July 26, 2024

(Student's Name)

Sent electronically to **(Student's Email)**

PERSONAL AND CONFIDENTIAL

STUDENT: (Student's Name)

ID: M00000000 (Student's M#)

The purpose of this memorandum is to provide notification of the approved accommodations for the student named above enrolled in the following course for Fall 2024 :

CIV 202-02 (The class these accommodations are associated with. This will change per letter)

This student has completed an intake interview with our staff and provided appropriate documentation. This student qualifies for the following accommodation(s):

(All testing accommodations the student has been approved for with SDS are listed below. This will change based on the student's disability. Please note that all the accommodations must be listed here even if they do not apply for your class.)

Testing - Extended Testing Time
Testing - Spell Check
Testing - Scribe
Testing - Separate Room

Please note that accommodations apply to all classes regardless of format (online, in-person, hybrid). However, some accommodations may not apply to your class, or a student might choose not to utilize all of the above mentioned accommodations.

Please review the above accommodations and **reply** to this email stating you understand them. This email acts as your electronic signature for the semester. Upon response, our SDS staff members will contact you to update your information on how you would like your exams handled.

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Alternate Time Section: this student will need an alternate time to take your exams due to a class conflict. We suggest the following time(s) and day(s) for exams.

Time(s): AM/ PM Day(s):

Alternate times are solely based on the student's class schedule and for no other reason. Please note that this is a suggested time for you to approve. Let us know if you would prefer to change the alternate testing time after you have reviewed the student's schedule. If a conflict outside the class occurs, students will be directed back to their instructor to determine an appropriate time.

Information regarding a student's disability is private and should not be shared with others unless they have a legitimate need to know how to implement accommodations. To respect student privacy, faculty and administrators should exercise caution against discussing medical or disability specifics.

Should the student request additional accommodations beyond the scope of this letter, please direct the student back to our office for a reevaluation.

If you have any questions regarding the provision of these accommodations, please contact me at jbrock5@murraystate.edu or 270-809-4340

Thank you for your partnership and for ensuring equal access for our students.

Regards,

Jordan Brock

Jordan Brock
Retention and Testing Specialist, Student Disability Services



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Scheduling exams

When students schedule exams, we require **AT LEAST THREE (3) BUSINESS DAYS NOTICE** to allow our staff enough time to make the appropriate arrangements with your professors. For Final Exams, **5 BUSINESS DAYS** is required. This is because the volume of exams we manage is much higher during finals week, and our testing center has limited space. Students will be notified in advance of when the last day a student may schedule their final exam. This information will be shared via email (msu.accesstesting@murraystate.edu).

Remember, it is your responsibility as a student to schedule all exams with our office. **This applies to online classes as well.** We encourage you to check your class syllabi and schedule as many exams at the beginning of the semester as possible. Doing so reduces the likelihood of late scheduling. Please provide a list of your testing dates to the SDS Testing Center as soon as possible.

Online/Web Courses or Classes where the Exams are Posted Online:

Students enrolled in online/web courses are encouraged to schedule their exams through the SDS Testing Center the same way as they would if they were enrolled in a course that meets in person. Upon scheduling an exam, our testing center staff will send the student's professor a friendly reminder to include the additional time as part of the student's online exam. Most often, students taking online exams can take their tests from wherever they would prefer. However, students may choose to schedule time to take their online exams in our testing center (if feasible). All of our testing rooms have computers with lockdown browser and web cam, which are required programs professors will often ask students to utilize while testing online. However, if a student decides to take their online exam from an alternate location (i.e., from their off-campus home, the library, from their residence hall room, etc.), the student is responsible for creating their own distraction-reduced testing environment and ensuring that their computer/device meets the requirements of their professor.

Exams can be scheduled:

- via email at msu.accesstesting@murraystate.edu
- via phone at (270) 809-3146
- In person by coming to our office (417 Wells Hall) during business hours (8:00 am-4:30 pm Monday-Friday). Staff may be available Monday-Thursday until 6:30 pm depending on whether or not evening exams are in session.
- Using the online *SDS Testing Center Scheduling Request Form*. This form is available on our website (murraystate.edu/SDS). Click on the Student Disability Services (SDS) Testing Center tab on the left-hand side, and scroll down to find the heading – *Scheduling*.
- **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. We highly encourage you to schedule with us as soon as possible.**



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Alternate times

- Alternate testing times are determined based on a student's class schedule. **SDS WILL NOT schedule an exam around a student's work or personal schedule.** If you have a conflict with your alternate testing time, we suggest talking with your professor to determine an appropriate time that will work for you and your professor. When a mutually agreed upon time is determined, please inform the SDS Testing Center as soon as possible.
- The SDS Testing Center is open Monday through Friday from 8:00 am to 4:30 pm. However, depending on need and staff coverage, 7:00 am and 6:30 pm exams are possible.
- Once an alternate time has been determined, it will not change for the duration of the semester until Finals Week. During Finals Week, alternate times are typically not needed because Finals Week will have a different schedule for students to follow.
- Your professor **MUST** approve of your alternate testing time. Please be sure to make a note of your alternate time for each class. SDS Staff members will schedule your exams at your alternate time, not during your regular class time.
- Aside from class time and/or alternate times, your professor must approve any change in the day or time of testing. This includes Final Exams. SDS Testing Staff will not change exam times or dates without your professor's approval.

Cancelling or missed exams

- If you need to cancel an exam due to illness, you must reschedule with your professor and notify the SDS Testing Center as soon as possible. We will need your professor's email confirmation to verify any changes.
- If you miss an exam that was previously scheduled with our SDS Testing Center, you must contact your professor. It will be your professor's discretion whether you will be allowed to make up the exam. Once again, we will need your professor's email confirmation to verify any changes.
- You must show up on time to take your exams. If you are over twenty minutes late, we will seal your exam and return it to your professor. You will be responsible for contacting your professor and requesting the opportunity to make up the exam.
- If you show up early to take an exam, you will be allowed to start up to thirty minutes (30 mins.) before your scheduled time. Starting any earlier will require approval and confirmation by your professor.
- If you finish your exam before it is time for your class to meet, you **MUST** stay in the testing center for at least ten minutes (10 mins.) after your class starts. You may study, read, draw, or work on homework; however, you may not have access to your cellphone during this time.
- **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 by Murray State University's Academic Honesty Policy. The use of your cell phone or smartwatch during an exam will be considered cheating and will result in your professor being notified.**

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TESTING ACCOMMODATIONS

The following testing accommodations are available, and a student's eligibility will be determined on an individual case-by-case basis upon a review of a student's documentation:

- Distraction-reduced environment
 - We do all that we can to provide students with a private testing environment, and during each semester, MOST students can test in one of our ten private testing rooms. However, there may be times when it may be necessary to have multiple students testing in one room. Because we are limited in the number of private testing rooms we can provide students with, during our busier times - such as final exams week - you may be assigned to a classroom setting with other students testing in the same room.
- Extended time
 - Students who are eligible to receive testing accommodations will receive double time.
- Reader
 - Your reader may either be a Graduate Assistant or an SDS Staff Member reading the exam aloud, or you may use a software program called Read Write to have your exam read aloud by a computer-generated voice.
- Readwrite
 - You are encouraged to consider downloading and using a program called Read Write.
 - Read Write is an award-winning software tool that can help students improve their writing, research, study skills, and reading. It also has a variety of built-in tools to benefit individuals who may struggle with reading fluency, comprehension, and word pronunciation. Read Write can help whether you are a freshman, a graduate student, or somewhere in between, no matter what your ability level or learning style is.
 - Any MSU student can get a **FREE** copy of Read Write. Please contact the Office of Student Disability Services at msu.studentdisabilities@murraystate.edu or 270-809-2018 for assistance.
- Scribe
 - One of our Graduate Assistants or an SDS Staff Member will serve as your scribe. A Scribe will write, type, or
- Spell check
 - Students are allowed to have a word document open and use it to make sure their words are spelled correctly.
- Testing in a separate room
 - Wells Hall 413 - 10 private testing rooms available, this may change during high testing times like Finals but students with this accommodation will take priority to have the private room if available during their test time.



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- Use of a computer for essay-based exams
 - A computer will be provided in our SDS Testing Center, or Students are allowed to bring their own computer. SDS Staff members or Graduate Assistants must have a clear view of the computer at all times to ensure academic honesty.
- Use of music during exams
 - Use of music during exams is limited to students' computers, students are allowed to bring in their personal computer and use music through a website but the computer screen must remain on the web player screen and the screen must stay within the SDS Staff member or Graduate Assistants view at all time.
- Voice Typing
 - Students will be allowed access to a computer in the SDS Testing Center, at this computer the student will be allowed to bring up a word document or a google doc in order to use the voice typing feature, this will allow the student to say what they want to be typed out loud and the program to type the student's words. This will be monitored by SDS Staff members or Graduate Assistants.
- Calculator for math-based exams
 - A Calculator may be allowed for math-based exams, this is not determined by the professor but an accommodation based on the student's disability and need
- Other
 - Other accommodations maybe allowed depending on review and approval by our SDS Director.

Students are encouraged to request testing accommodations during the first two weeks of each semester. Even though our testing forms are shared with students and professors electronically, we highly encourage you to meet your professors during their office hours to discuss your specific accommodations.

Emergency Procedures:

The Office of Student Disability Services is committed to the safety and well-being of our students (and staff) while students utilize our testing center. The doors to our ten private testing rooms will remain locked (from the outside) at all times. Should it be necessary to evacuate the building for a fire alarm, or if we are advised to seek shelter on the first floor due to the tornado sirens being activated, you will be encouraged to exit the testing room and pull the door closed, leaving the exam and any personal belongings behind. When we are given the all-clear to return to the fourth floor of Wells Hall, your professor will be notified and made aware of the temporary interruption that occurred while taking your exam. Arrangements will be made with your professor for you to complete your exam at a later date and time if necessary. In addition, in the event of an active aggressor situation, or if the MSU Police Department instructs the University community to shelter in place, SDS Staff members will encourage students testing in our private testing rooms to turn out the light and seek shelter under the desk until the all-clear notification is issued. Students are encouraged to sign up to receive emergency

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alerts from the MSU Police Department via their mobile devices. To opt in to receive these messages, please log into your myGate account and look for the heading 'Emergency Alerts' on your Home page.

If you have any questions or concerns about testing, feel free to contact the Testing Center Supervisor at (270) 809-4340. If you have any questions or concerns about disability services and accommodations, feel free to contact the Director of Student Disability Services at (270)-809-2018.

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

<u>Test Day</u>	<u>Latest Day to Schedule with Testing Center</u>
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**