PURPOSE:
To ensure Pitt Community College faculty and staff comply with applicable laws and maintain academic integrity throughout the provision of testing accommodations for students registered with the Office of Disability Services.

Definition
For the purpose of this policy, the term “test” refers to tests, quizzes, exams and/or any series of questions, problems, or physical responses designed to determine knowledge, intelligence, or ability and with a resulting score that contributes to the student’s final course grade.

NOTIFICATION OF ACCOMMODATION
ODS staff reviews classroom and test accommodations granted in the Letter of Accommodation (LOA) with each student taking on campus classes prior to distribution. Students are instructed to discuss the content with each instructor prior to distribution. An Acknowledgment of Receipt Form accompanies the LOA and must be signed by each instructor to confirm receipt. This acknowledgement form is returned to the ODS office by the student. The student as well as the ODS staff member receiving the form signs and dates the bottom to confirm return. The form is then filed in the student’s folder. Accommodations are required of all associated faculty and staff once the student completes these steps*.

For online classes, a designated ODS staff member emails a copy of the LOA to each online instructor and carbon copies to the distance learner. Return receipt is activated by staff to document successful delivery to all.

Instructors nor ODS staff are to provide special testing provisions to any student, above and beyond what is granted in the Letter of Accommodation. Additional privileges must be offered to all students taking the same course at PCC.

*Exception: If the accommodation conflicts with an essential function required by the course and/or major curriculum (example: extended time for a skill that is time sensitive), the accommodation cannot be applied.
PROVISION OF ACCOMMODATION

Two Day Policy
The student must schedule the test in person or by phone with the ODS secretary (252) 493-7557 no later than two days in advance. This advance notice does NOT include weekends. In the event the secretary is unavailable, students may leave detailed voicemail messages 24 hours a day. Emails will not be accepted. When scheduling, the student must also communicate any additional granted test accommodation resources he/she would like to access during the test. This includes: scribes, readers, separate room to read aloud, word processing, computer access, closed captioned televisions, etc.

Two days advanced notice is required to ensure adequate seating and the availability of related testing resources. If the student does not schedule two days prior, the student will be instructed to return to the classroom. Likewise, if a test is received by traditional means for a student who has not scheduled with ODS, the test will be returned to the instructor prior to the test time.

Students should notify the instructor on each occasion if he/she chooses to take the upcoming test at ODS. Even if all tests have been scheduled with ODS, students are encouraged to remind the instructor on each occasion.

Nights/Weekend Classes
Faculty for night and/or weekend classes are asked to designate an alternate day and time for students to schedule tests during regular office hours, whenever possible. This must be communicated by faculty and noted on accompanying Test Proctor Sheets.

Testing In the Classroom without Testing Accommodations
Students have the option of taking tests in the classroom without testing accommodations. Instructors cannot require a student, based on granted accommodations, to take his/her test with ODS. Once the student arrives in the classroom and/or has begun the test, the student no longer has the option to complete that test in ODS for any reason.
COMPUTER BASED TESTING

Traditional Classes
Students who take traditional classes which require computer-based tests must follow the two day policy for scheduling. Students must request a computer. Instructors MUST forward an ODS Test Proctor Form with instructions for all computer based testing. Passwords and instructor contact information DURING the test should be included. This allows ODS proctors to relay student questions, address technical difficulties, contact instructors to re-set time or to reopen the test, if necessary. If contact with the instructor for the computer-based test is not made and test-related issue goes unresolved for more than 20 minutes, the student will be asked to stop and contact the instructor to reschedule the test.

Online Classes
Distance learners take online tests within the time frame designated by the instructors. Distance learners will not schedule tests through the ODS office, but should receive extended time via Moodle if the accommodation was granted in the LOA. To expedite extended time, instructors must remove the timer from the online test. Once removed, it becomes the student’s responsibility to monitor and not exceed the extended time accommodation.

Student should note:
All online testing activity for traditional and online classes is electronically recorded and accessible to the instructor. Instructors have the right to deduct points from the final test score of students who exceed their allotted time.

SCHEDULING
The test time scheduled by the student must correspond with the actual date and time the remainder of the class is taking the test unless one of the following exceptions apply:

Exception 1: Class Schedule Conflicts with Extended Time-Student CAN arrive early
If starting at the regularly scheduled class time and with extended time the test conflicts with a class or lecture that immediately follows, students should plan to arrive early enough to complete the test at the same time the remainder of the class does.

Example: John has English at 8am-9am; Math at 9:15am-10:30am. In order to take advantage of his extended time (1.5 hours) accommodation, John should plan to arrive and begin at 7:30am. This will allow John to receive 90 minutes (extended test time), complete his test at 9am, and still make his 9:15am class on time.

Exception 2: Class Schedule Conflicts with Extended Time- Student CANNOT arrive early
When the remainder of the student’s class schedule conflicts with the extended test time and a schedule conflict (personal or class) will not allow the student to arrive early to receive extended
time, the following options are allowed with the instructor’s consent. The student will be allowed to schedule the test 1) later that day, 2) on an alternate day or 3) in multiple sessions
equal to the total extended time of one test session. The agreed upon preference must be noted by the instructor on the *Test Proctor Sheet(s)*.

**Exception 3: Schedule Conflict After ODS Regular Office Hours**
If a student’s extended time conflicts with the ODS regularly scheduled office hours, and/or the student is unable to schedule the test during ODS regular office hours due to a class or work schedule conflict, ODS After Hours Coverage Schedule will apply (*Refer to ODS Shared Drive for Current Schedule*).

**Exception 4: Extended Test Time Exceeds Time and One Half**
Students, who receive more than time and one half as extended test time, must coordinate a feasible testing schedule with each instructor, to ensure tests do not conflict with the remainder of that class or another class which immediately follows.

This testing schedule must also be coordinated with the Office of Disability Services to ensure proctors and related testing resources are available.

**Rescheduling**
Students, who need to reschedule their tests for any reason, must FIRST reschedule with the instructor. If the instructor permits rescheduling, an alternate date and time must be determined by the instructor and communicated with the ODS staff. The date and time must be specific. The student must then follow the two day test policy to schedule the test with ODS.

If the test day does not permit two days advance notice, the instructor MUST contact ODS directly to give prior permission for the student to reschedule.
DELIVERY
To ensure access for the student during testing, it is the instructor’s responsibility to forward a copy of the test to the ODS with a completed Test Proctor Form as soon as possible.

Electronic Test Transmission
Instructors can opt to use the electronic test transmission procedure, by emailing an electronic copy of the test to pccodstest@my.pittcc.edu along with a completed Electronic Test Proctor Form. Forms are available on the PCC ODS website under “Testing”.

Traditional Delivery
Instructors can opt to deliver printed copies of a test in an Interoffice Envelope in person to Everett 150 at least 2 days prior to the test day. The Test Proctor Form should be attached to the outside of the envelope. The test should be transported by faculty or designated departmental staff. ODS strongly discourages sending tests via campus mail as delivery days vary based on volume. Additional delivery arrangements are available upon request.

Once a test is received, ODS staff coordinates testing resources for each student. The resources may include: alternate format, enlarged print, magnification, voice recordings, readers, scribes, interpreters, and assistive technology support.

Instructions noted on the Test Proctor Form are documented and provided in writing to the student. To ensure information is clearly and concisely communicated by the proctor to the student. Each Test Proctor Form should include the following:

1) Course Name/Section
2) Test Date
3) Test Time
4) Instructor’s Name
5) Instructor’s Phone Extension
6) Instructor’s Contact Number DURING the test
7) Class Meeting Time
8) Test Delivery Method
9) Completion Date
10) Alternate Test Date and Time
11) Length of Test in Classroom
12) Student Name(s) to be tested
13) Instructions, any allowable test materials, password(for computer-based tests)
14) Comments
15) Test Return Method

All tests delivered to and returned by the Office of Disability Services, regardless of format, will be documented in the ODS in the Test Tracking Spreadsheet.
TEST DAY
On the day of the test, students should arrive no earlier than 15 minutes prior to the scheduled test time.

Late Arrivals
If a student arrives up to 30 minutes late for nonemergency reasons, the student will be given the option to start the test, forfeiting the lapsed test time. If the student is unwilling to accept the remaining test time, the student will be referred to the instructor. It then becomes the instructor’s decision whether or not the student can make-up the test in ODS.

If a student arrives up to 30 minutes late for emergency reasons and provides relevant documentation, the student will be referred to the instructor to request permission to reschedule the test. The instructor will notify ODS of the alternate test date and time. The student will immediately follow the two day scheduling policy, if time permits.

Transition Time
Students who must complete the initial portion of a test in the classroom prior to arriving in ODS will be given no more than 15 minutes (if by automobile) and no more than 10 minutes (if by foot) to transition. This will be monitored at ODS staff’s discretion.

Upon arrival, each student must sign, date and note arrival time on the Sign In/Sign Out Sheet. The student is given a Test Permission Slip (Test Permit). The Test Permit Form includes:

1. Class-Course Prefix and Section Number
2. Student Name
3. Date of Test
4. Test Start time
5. Test End time
6. Assigned Room Number
7. Assigned Workstation
8. Test Instructions (as noted on Test Proctor Form)
9. Student Signature
10. ODS Proctor Signature

The Test Permit is given to the student along with the test. A carbon copy is retained and archived daily. Additional test materials authorized by the instructor will be allowed in the testing environment. All other belongings must be stored in designated storage areas outside of the testing rooms.
Making Up Tests
If unavoidable circumstances prevent students from testing by ODS, during the scheduled day and time, the instructor will be notified and the test will be returned. ODS cannot determine if or when the test will be made-up. Only instructors can decide based on class policy and the student’s circumstances. Instructors who permit students to makeup missed tests must notify the ODS staff directly of the preferred makeup date and time. The student must then contact ODS directly to reschedule. The student must make every effort to reschedule following the two day scheduling policy when time permits.

Test Environment
During the actual test proceedings, students are assigned to a testing room with no more than 8 additional students. A limited number of individual testing rooms are available to those who, according to their LOA, require them. All students are proctored by staff via video cameras and/or close supervision as needed. All testing environments are equipped with digital clocks and digital thermometers.

Testing supplies such as earplugs, noise cancelling earmuffs, and accessible seating are available to all students. Upon request and with the approval of the instructor, students are given access to: graphing paper, scrap paper, portable word processors, calculators and dictionaries.

Once the student has completed the test, the test and all associated materials are turned in to the ODS proctor and/or ODS secretary. The student signs out on the Test Sign In/Sign Out sheet and is then allowed to retrieve his/her belongings.

RETURN MATERIALS
Tests will be returned based on the information noted on the Test Proctor Form. All test materials that are returned by traditional methods will be placed in the originating interoffice envelope with the original test proctor sheet attached.

All test materials returned electronically will be scanned, saved in pdf format and emailed back to the designated faculty or staff. Originals will be placed in a secured, confidential shred bin unless otherwise requested.

If no location or delivery method is designated, ODS will use the location and delivery method most convenient. All tests taken during regular office hours will be returned no later than 5pm that day.
### Provision of Testing Accommodation in Science Department

#### Quizzes
Extended time/separate setting quizzes will be administered by the instructor. Timing of each question will reflect time given to other students, plus extended time. Two students at a time can be accommodated in this manner. These students can then come to class at the regular time and sit quietly during the administration of the quiz.

#### Practicals
The science department will arrange to set up and administer practical exams on the same day as the scheduled administration. Accommodated students will be allowed time given to other students, plus extended time. If desired, students can wear ear plugs to reduce distractions. Two students at a time can be accommodated in this manner. Students are expected to be in class for any activities scheduled before or after the practical.

#### Tests
Tests will be forwarded to ODS ahead of time. Students are responsible for contacting ODS at least two days in advance of the test to schedule. When other than the regularly scheduled test time, the ODS test policy applies.