Accommodated Testing Guidelines for Instructors

The Test Center is located on the ground floor of Macfeat House, Room 104.

Spring/Fall hours: Monday – Thursday from 8:00am to 5:30pm and Friday 8:00am to 3:00pm.
Summer hours: Monday – Thursday from 8:00am to 5:00pm and Friday - CLOSED.

All testing is by appointment only. Staff and seating are limited.

Faculty Responsibilities:

- Assist the Office of Accessibility (OA) and Test Center in meeting our legal obligation to accommodate students with disabilities in accordance with the Americans with Disabilities Act (ADA).

- Communicate with students requesting testing accommodations to determine if they can be accommodated in class or if they will utilize the Test Center (on a test-by-test basis, or throughout the semester).

- Encourage your accommodated students to schedule all tests in a timely manner. The OA Test Center requires at least **a week's notice**.

- Establish a clear policy for handling situations in which students miss a test. Include this policy in your course syllabus.

- Establish a clear policy for handling situations in which students are suspected of cheating or academic misconduct. Include this policy in your course syllabus.

- Keep in mind that some testing accommodations may require that a student test outside of your classroom hours (i.e. extended time will interfere with another class or cause the student to go past our hours of operation).

- Promptly complete the Alternative Testing Agreement in AIM by accessing the instructor portal.

- Deliver all tests electronically through AIM for security purposes. **Do NOT email exams**. If unable to submit testing materials 24 hours in advance, please contact us ASAP with an estimated delivery time.

- Be mindful of the preparation that is required to provide some types of testing accommodations. For example, some students use computer software that reads the test to them. Exams must be provided in an accessible format, either a Word document or a PDF created from a Word document. Images must contain alt text.

- Be reasonably accessible during the scheduled testing period, either by email or text. The OA Test Center staff must be able to contact you to resolve any issues.

- Communicate any questions or concerns to the Test Center Operations Manager at testcenter@winthrop.edu or call ext. 6173. More information regarding accommodated testing can be found on OA's Test Center page.