

CLASS Office/Groves Lab Testing Policies and Procedures

The Groves Lab, the unit of the CLASS Office that administers accommodated tests, will only proctor exams for students with disabilities who have an approved alternative testing accommodation for the term.

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Scheduling

Hours of operation:

- Monday-Friday 8:00am-6:00pm
- Saturday-Sunday Closed
- Summer hours (May-August) may vary

Scheduling Policy:

Students should schedule their exams/quizzes for the semester online through Moodle that links to our AIM database system at least 4 business days before the date of the exam/quiz (except in the case of pop quizzes). During finals week, students will need to schedule their exams at least 7 business days in advance of the exam.

Students should schedule their exam/quiz at the same time that is scheduled for their class. For finals week, students may only schedule exams at the regular start times specified by the official University finals week schedule as determined by the Registrar's office. To take the exam/quiz at a different time due to disability related reasons, the students will need to contact the CLASS Office. To take the

exam/quiz at a different time for any other reason that is not disability related, the student will need to have permission from the professor.

If a student needs to schedule an exam/quiz fewer than 4 business days in advance, the student will need to get approval from the CLASS Office.

Notes:

- The CLASS Office cannot guarantee testing accommodations fewer than 4 business days in advance of the exam. During finals week, the CLASS Office cannot guarantee testing accommodations fewer than 7 business days in advance of the exam.
- In the event an exam needs to be rescheduled or scheduled at a different time for disability related reasons, the CLASS Office will work with the student and professor to find an appropriate time.

Scheduling Procedure:

To schedule an exam/quiz, students can log into the [CLASS Office AIM site](#) (must be logged into Inside Augsburg first) or Moodle to access the CLASS exam scheduling platform. From there, students can schedule their exams/quizzes for the entire semester.

If a student requests to schedule an exam/quiz fewer than 4 business days before their exam:

- We will check to see if the Groves Lab has room on the schedule to accommodate the request. The CLASS Office reserves the right to not proctor an exam/quiz if the student has scheduled outside of the 4-business day window.
- If there is no availability in the Groves Lab but there may be for an alternative time, the student will need to get permission from their instructor to schedule the exam at an alternative time that works for the professor and the CLASS Office.

If a student requests to schedule an exam/quiz at a different time than their scheduled class time and this is not due to disability related reasons:

- The Groves Lab will ask the professor whether they will permit the student to take the exam at a different time than the class time.
- If the student's professor declines, the Groves Lab will notify the student.

Day of the Exam/Quiz

Day of the Exam/Quiz Policy:

Arrival Times Policy:

Students should arrive at the Groves Lab (Lindell Library 216) at their scheduled testing time.

The Groves Lab will not begin an exam more than 15 minutes earlier than a student's scheduled start time.

The Groves Lab will allow a student their entire accommodated time if they are up to 10 minutes late, unless the allotted time will end up going past the open business hours. If a student is more than 10 minutes late, they do not get that time back on the exam. The Groves Lab reserves the right to not provide a student their entire accommodated time if they are more than 10 minutes late for their scheduled start time.

If a student is more than 30 minutes late, they will not be permitted to start the exam without the professor's permission.

Authorized Materials Policy:

Show and Stow

The Groves Lab has a "show-and-stow " policy for all electronic devices and mobile devices including smartphones and smartwatches. "Show-and-stow" means that the student must show their electronic/mobile device to the Groves Lab staff and store it in a separate location within the CLASS Office that is not their testing room.

Computer Access

If a student is authorized to use a computer for accommodation purposes (to be determined by the CLASS Office), they may be permitted to use, including but not limited to, the following: word processing software to type their answers on either Google Docs or Word, dictation software, reading assistive technology, and/or other assistive technologies.

A student is authorized to use a personal computer to take their exam/quiz for the following reasons:

- The whole class is permitted to use their own device in the classroom for the exam.
- They need a specific technology (assistive or course specific) that is available on their personal device.

Calculators

For calculators, professors need to notify the Groves Lab if there are any restrictions on the type of calculator that can be used.

Breaks Policy:

If a student is authorized to take breaks during an exam/quiz, they will only be permitted to take breaks in specified areas. In general, breaks shouldn't take longer than 10 minutes. Other break limits will be determined on a case by case basis.

Day of Exam/Quiz Procedure:

Arrival Time Procedure:

If a student arrives at the Groves Lab to take their exam/quiz more than 15 minutes early, the proctors will not begin their exam until 15 minutes prior to their scheduled start time.

If a student arrives any time between 1-10 minutes late, the student will receive their full accommodated time on the exam/quiz, except if it interferes with our closing office hours.

If a student arrives between 11-29 minutes late, the student will be permitted to start their exam/quiz, but they will not receive that time back on their exam/quiz.

If a student arrives 30 minutes or more past their scheduled exam/quiz time, the professor will be notified and will need to provide permission in order for the Groves Lab to proctor the exam.

- If the professor permits the student to take their exam/quiz, the student will not receive that time back on their exam/quiz unless otherwise noted from the instructor.

Student Misses the Exam/Quiz Procedure:

If a student needs to miss an exam/quiz due to disability related reasons:

- The student should notify the Groves Lab at groveslab@augsborg.edu.
- The Groves Lab will notify the student's CLASS Office specialist.
- The Groves Lab will also notify the professor with only "need-to-know" information.
- The Groves Lab will work with the student and their professor on rescheduling a time to take the exam/quiz.

If a student is sick (not due to disability related reasons) on the day of their exam/quiz:

- The student should email groveslab@augsborg.edu and their professor to notify them.
- If the student is granted permission from their professor to take a make-up exam, the student can work with the Groves Lab to reschedule their exam.

If a student does not arrive for their exam/quiz:

- The Groves Lab staff will keep the file in the back locked cabinet in the CLASS Office in case the professor permits the student to reschedule. Note: all exam files will be shredded at the end of the semester.
- If applicable, the student can work with the professor and the Groves Lab to reschedule their exam if approved by the professor.

Student Requesting on the Same Day to take their Exam/Quiz Procedure:

If a student comes to the Groves Lab on the same day of the exam/quiz without scheduling beforehand:

- The Groves Lab reserves the right to not proctor same-day requests for exams/quizzes.
- The Groves Lab will ask the student the reason why they did not schedule their exam/quiz and will consider their reason.
- The Groves Lab may be able to accommodate if we have the resources and space.

Missing Exam/Quiz from the Professor Procedure:

If the student arrives to take their exam/quiz at their scheduled time and the Groves Lab does not have their testing material:

- The Groves Lab staff will contact the professor via phone and email.
- After 15 minutes of waiting for a response from the professor, the Groves Lab staff will go to the student's classroom to retrieve a copy of the exam/quiz if staffing is available.
- The student will not be penalized for any time delays with the Groves Lab getting the exam.
- If the Groves Lab is unable to get testing material in a timely manner, the professor will be contacted and the student will need to reschedule their exam/quiz.

Breaks Procedure:

If the student has an accommodation of breaks during their exam/quiz:

- Students will not be permitted to use their phone.
- Students need to leave all items in testing room.

- Students will only be permitted to take a break in the Groves Lab waiting area and/or use the nearest restroom.

Academic Honesty

Academic Honesty Policy:

Cheating in the Groves Lab is not allowed at any time. All students are expected to follow the University-wide [Academic Honesty Policy](#).

Students are not permitted to have any restricted resources in the testing room. Students are only allowed materials listed on their testing contract, approved by the instructor, or approved by the CLASS Office.

The Groves Lab checks on each student approximately every 15 minutes during their exam/quiz.

Academic Honesty Procedure:

If cheating does occur:

- The Groves Lab will stop the exam/quiz immediately and ask the student to leave the Groves Lab.
- A professional CLASS staff member will be notified immediately. If there is no professional staff member in the office at that time, the Groves Lab student employee will send an email to a professional CLASS staff member documenting what happened in detail.
- A professional CLASS staff member will contact the professor to explain what happened during the exam/quiz and notify the CLASS Director and student's CLASS Office specialist.

Professor's Responsibilities

Professor's Policy:

Testing Contract Policy:

Professors are responsible for filling out the testing contract they receive through the student's accommodation letter with all the necessary details for the Groves Lab to proctor the exam.

Sending & Retrieving Exams/Quizzes Policy:

Professors will either email a copy of the exam/quiz to groveslab@augsborg.edu, upload a copy through the testing request link, or drop off a physical copy to the Groves Lab in Lindell Library 216.

Professors will have the option to have their exams/quizzes emailed to them or to pick them up from the Groves Lab in Lindell Library 216. The Groves Lab will not deliver completed exams/quizzes to the professor's office.

Standardized Exams Policy:

If the exam needs to be proctored in a standardized/specific way, the professor is responsible for providing all necessary access and details to the Groves Lab.

Pop Quizzes Policy:

If a course has pop quiz(es), the professor is responsible for providing a copy of the quiz to the Groves Lab by emailing groveslab@augsborg.edu ahead of time at a minimum of 48 hours in advance to ensure resources are ready at the time of the quiz.

Professor's Procedure:

Testing Contract Procedure:

- Professors will complete the testing contract that will be sent to them no later than 24 hours before an exam start time.
- If the professor has not submitted their contract two days in advance of the exam/quiz, the Groves Lab will send them a reminder email.

Sending & Retrieving Exams/Quizzes Procedure:

- Preferably, professors will provide the Groves Lab a copy of their exam/quiz at least 48 hours in advance, however, at a minimum within 24 hours.
- The Groves Lab student employees will send reminder emails leading up to the exam/quiz date.
- Professors will either email a copy of the exam/quiz to groveslab@augsborg.edu, upload a copy through the testing contract, or drop off a physical copy to the Groves Lab in Lindell Library 216.
- Professors will notify groveslab@augsborg.edu of any corrections that need to be made to the exam/quiz.
- Professors will either specify to have the completed exams/quizzes emailed to them or to pick up their exams/quizzes in the Groves Lab.

Pop Quizzes Procedure:

- If a course has a pop quiz(es), the professor will email the Groves Lab at groveslab@augsborg.edu at a minimum of 48 hours in advance.
- The Groves Lab will prep the quiz material, but will not notify the student of the pop quiz.
- At the time of the quiz in class, the student will be notified by the professor in class and will be allowed to leave the class at that time to take their pop quiz in the Groves Lab.