

# 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.

## Scheduling

Hours of operation:

- Monday-Friday 8:00am-6:00pm
- Saturday-Sunday Closed

Policy:

Students should schedule their exams/quizzes for the semester online through Moodle that links to our AIM database system **at least 7 calendar days before the date of the exam/quiz** (except in the case of pop quizzes).

Students should schedule their exam/quiz at the same time that is scheduled for their class. To take the exam/quiz at a different time, the students will need permission from both the CLASS Office and the professor, both of whom must agree that the reason for needing to take the exam/quiz at a different time is valid and that an alternative time is available.

If a student wants to schedule an exam/quiz fewer than 7 calendar days in advance, the student will need to get approval from the CLASS Office.

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 final exam at a different time, the students will need permission from both the CLASS Office and the professor, both of whom must agree that the reason for needing to take the exam/quiz at a different time is valid and that an alternative time is available.

### *Notes:*

- The CLASS Office cannot guarantee testing accommodations fewer than 7 calendar days in advance of the exam for the student's desired day and time.
- The CLASS Office needs permission from a student's professor to schedule an exam/quiz on a different day from the scheduled class time.
- The accommodation for additional time for testing is **ONLY** for exams/quizzes, not for general course assignments. If you need further clarification for what is

considered an exam/quiz, reach out to your CLASS Office specialist and your professor to confirm.

#### Procedure:

To schedule an exam/quiz, students can log into Moodle to access the CLASS test-scheduling portal or through the appropriate link on the CLASS website. From there, students can schedule their exams/quizzes for the entire semester.

If a student requests to reschedule an exam/quiz fewer than 7 calendar days before their exam:

- We will check to see if the Groves Lab has room on the schedule to accommodate the request.
- If there is no availability in the Groves Lab, we will provide the student with other options for testing times, and we will inform the student that we will need their professor's approval for the student to take the exam at a different time.
- If the Groves Lab does have availability, we will work with the professor and student to determine an alternate time.

If a student requests to schedule an exam/quiz at a different time than their scheduled class time:

- The Groves Lab will get permission from the student's professor in order to administer the exam.
- If the student's professor declines, the Groves Lab will contact the student's CLASS Office specialist to discuss further options in regards to their accommodations and next steps.

## Day of the Test

#### 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 30 minutes late unless the allotted time will end up going past the open business hours.

The Groves Lab reserves the right to not provide a student their entire accommodated time if they are more than 30 minutes late for their scheduled start time.

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.

If a student is authorized to use a computer (to be determined by the Assistive Technology Specialist and the professor), they may be permitted to use the following: word processing software to type their answers on either Google Docs or Word, and/or Read and Write or Kurzweil to read the exam aloud. Any other software used needs to be authorized by the Assistive Technology and Accommodations Specialist and the professor.

If a student is authorized to take breaks during an exam/quiz, they will only be permitted to take breaks in specified areas.

#### 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 more than 30 minutes past their scheduled exam/quiz time:

- The Groves Lab will both consult with the professor to verify if the student can get their full time and check to see if we have availability in the testing schedule to allow the student their entire accommodated time.
- If the Groves Lab does not have the availability to offer the student their entire accommodated time, the student will have the option to reschedule with their professor's permission or take the exam/quiz with less time due to their being late.

If a student is sick on the day of their exam/quiz:

- The student should email [groveslab@augsborg.edu](mailto: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 put the exam envelope in the cabinet under the student's last name.
- The student can work with the professor and the Groves Lab to reschedule their exam if approved by the professor.

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

- The Groves Lab will ask the student the reason why they did not schedule their exam/quiz.

- The Groves Lab may be able to accommodate if we have the resources and space. However, we will typically not accept same-day exam/quiz scheduling.
- If the Groves Lab does not have the exam/quiz and testing contract from the professor, we reserve the right to not allow same-day exam/quiz scheduling.

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 walk to the student's classroom to retrieve a copy of the exam/quiz.
- 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.

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

Policy:

Cheating in the Groves Lab is not allowed at any time. All students are expected to follow the University-wide academic honesty policies.

Students are not permitted to have any restricted resources in the testing room. Students are only allowed materials listed on their testing contract.

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

Procedure:

If cheating does occur:

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

## Professor's Responsibilities

### Policy:

Professors are responsible for filling out the testing contract they receive through their notification letter that includes testing accommodations for a student.

The professor will be notified in the case of a late request for an exam/quiz.

Professors will either email a copy of the exam/quiz to [groveslab@augsborg.edu](mailto: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 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.

If a course has a pop quiz(es), the professor is responsible for providing a copy of the quiz to the Groves Lab by emailing [groveslab@augsborg.edu](mailto: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.

### Procedure:

#### Testing contract:

- Professors will complete the testing contract at their earliest convenience.
- 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.

If there is a late request for an exam/quiz:

- The Groves Lab will email the professor stating a student has been scheduled to take this exam/quiz. Also, the Groves Lab will request the contract to be filled out if applicable, and the exam emailed to us at their earliest convenience.

Receiving exams/quizzes from professors:

- 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.
- Professors will either email a copy of the exam/quiz to [groveslab@augsborg.edu](mailto:groveslab@augsborg.edu), upload a copy through the testing contract, or drop off a physical copy to the Groves Lab in Lindell Library 216.

Pop quizzes:

- If a course has a pop quiz(es), the professor will email the Groves Lab at [groveslab@augsborg.edu](mailto:groveslab@augsborg.edu) a minimum of 48 hours' notice.

- The Groves Lab will schedule the quiz within 24 hours of the scheduled time.
- At the time of the quiz in class, the student will be notified by the professor in class and would be allowed to leave the class at that time to take their pop quiz in the Groves Lab.