Instructor Testing Guidelines

Testing accommodations can be provided for any student with a disability by the Academic Testing for Students with Disabilities office (ATSD). Accommodations may also be provided by a faculty member, instructor of a course, or the designee of an instructor. If an instructor chooses to administer a test, then he or she is responsible for providing the student with all relevant accommodations approved by the Office of Disability Services (ODS). If the test is to be administered by ATSD, then the instructor and student must both adhere to the policies and procedures listed in this document. Please review these policies and procedures carefully, and contact the ATSD office with any questions. The ATSD office looks forward to collaborating with Texas State faculty to provide students with supportive testing environments. Please note: Texas State has designated ATSD as the official office to deliver testing accommodations for students with disabilities. If the student prefers to test in ATSD rather than have the instructor of the course provide the relevant accommodations, the student has the right to test in ATSD.

ATSD Policies

Identification Policy
All students testing at ATSD must present valid photo identification (ID) prior to accessing a test. If a student does not have a photo ID, then he or she will not be permitted to test.

Regular Tests and Quizzes
- **48 hour Rule:** Online requests for all tests and quizzes must be submitted by students at least **48 hours** in advance of the requested scheduled starting time.
  - The 48 hour rule does not include weekends or holidays.
- All changes to submitted test requests require 24 business hours to process.
- Students are encouraged to submit their requests as soon as syllabi are received in order to avoid missing the 48 hour deadline. Submitting test requests at the beginning of the semester ensures that ATSD will have a reserved place for each student wanting to access his or her approved accommodations.

Final Exams
- **One Week Rule:** Online requests for fall and spring final exams must be submitted by students at least **one week prior** to the last day of regular classes for that semester.
  - The One Week Rule allows ATSD to ensure that students have access to all of the necessary accommodations for each final exam.
- Online requests for summer session finals must be submitted following the 48 Hour Rule.

Failure to Report for an ATSD Scheduled Exam
- Students who do not arrive at ATSD for their test will have two options:
  - The student will need to submit a new online test request. The new request is contingent on instructor approval.
  - The student may take the test with the rest of his or her class.
- If a student misses a final exam scheduled at ATSD, the student can do either of the following:
  - Make arrangements to take the final exam with their instructor
  - Contact ATSD to reschedule the final exam. All rescheduled finals are taken on the last day of final exams at the 7:30 a.m. time slot. *All rescheduled finals are contingent on instructor approval.
  - If a student misses a final exam scheduled at ATSD during a summer session, then the student will have to make arrangements with his or her instructor to make up the final exam.
Pop Quizzes
- ATSD encourages pop quizzes to be given at the end of class to provide the most flexibility for both the student and instructor. If a student wants to access his or her testing accommodations for a pop quiz, the instructor has three options for administering the quiz for the student:
  - Instructor provides testing accommodations to the student so that the quiz can be taken during class.
  - Instructor arranges for the student to meet outside of class to complete the pop quiz, during which the instructor provides testing accommodations to the student.
  - The instructor contacts the ATSD supervisor via email at least 48 hours prior to the class administered pop quiz to reserve a place for the student. (This is the only instance when an instructor can sign up a student for testing at ATSD.)
    - Pop Quiz Given at the End of Class - The student will be excused from class during the pop quiz to come directly to ATSD to complete his or her pop quiz.
    - Pop Quiz Given at the Beginning of Class - The student will come to ATSD at the next available testing time to complete his or her pop quiz.

Tests for Incomplete Courses & Graduate Comprehensive Exams (Comps)
- Test requests for incomplete courses and Comps must be submitted following the 48 Hour Rule.
- Students will not be able to submit an online test request, therefore ATSD will inform the instructor via email regarding the test request.

Test Security
- Testing Surveillance: All students testing at ATSD are monitored by trained proctors via a closed circuit video surveillance system.
- ATSD Proctors: All ATSD proctors are required to follow specific policies and procedures to ensure the integrity of the testing environment.
  - All ATSD student employees and proctors are required to sign a Confidentially Statement.
  - Proctors are prohibited from proctoring exams for any course they are currently enrolled in or for any student with whom they have a personal relationship.
  - Our proctors receive training in the following areas throughout the semester:
    - ADAAA, HIPPA, and FERPA Compliance
    - Assisting students with sensory impairments
    - How to be a reader or scribe for an academic test
    - How to use assistive technology
    - Creating and maintaining an appropriate testing environment
    - Recognizing instances of academic dishonesty
- Storing Personal Belongings: Each student testing at ATSD is issued a locker to store his or her personal belongings. Lockers are closed and locked. Proctors keep all locker keys to ensure students do not have access to their belongings during testing. The following items must be placed in a locker:
  - Backpacks/purses
  - Heavy winter coats
  - Hats
  - Notebooks or notes (unless approved by instructor)
  - Textbooks (unless approved by instructor)
  - Scratch paper (unless provided by ATSD)
  - Electronics such as: Cell phones, MP3s, tablets, and laptops

Academic Dishonesty
Each student using ATSD services is expected to follow the Texas State Honor Code, the Code of Student Conduct, and ATSD policies and procedures.
- All students must sign ATSD’s Student Policy and Procedure Agreement prior to testing at our facility. The Student Policy and Procedure agreement is a document that acknowledges all students have read,
understand, and agree to abide by the ATSD Student Guidelines, the Texas State Honor Code, and the Code of Student Conduct.

- **Breaking the Texas State Honor Code:** Students suspected of violating the Texas State Honor Code will be subject to the following procedures:
  1) When a proctor suspects a student is breaking the Texas State Honor Code, the ATSD Supervisor or the Director of TREC is called to view the screen and to watch the student in question.
  2) The Supervisor or the Director will make the decision as to whether or not the student is in violation of the Texas State Honor Code.
  3) If a violation does occur, the Supervisor or Director will briefly stop the test to remove the student from the testing room.
  4) The Supervisor or Director will explain the incident and will confiscate any items related to the incident.
  5) The student will resume the test while the instructor is contacted for instructions on how to proceed.
     a) If the instructor is successfully contacted, then the situation will be explained. At this time it is up to the instructor on how to proceed.
     b) If the instructor cannot be reached, then the test is completed as normal.
  6) When the student is finished testing (or if the instructor requested to stop the test,) he or she will review the proctor’s allegations on the ATSD Alleged Academic Dishonesty form, and then fill out the student portion. This form will be scanned and emailed to the instructor immediately.

ATSD School Closure Policy

**Single Day Closure:** If a weather-related issue or emergency situation causes Texas State University to close for one school day, then no exams scheduled at ATSD during such a closure will be administered. ATSD will reschedule all examinations for the next class day for the course, at the original requested start time, unless: (1) an email notification is received from the instructor with a new rescheduled date and time; or (2) the student sends an email to ATSD@txstate.edu with a requested rescheduled date and time for the exam. All rescheduling requests are contingent on faculty approval. It may take ATSD 24-48 business hours to process all rescheduling due to a University closure. However, the student and faculty member are able to monitor progress of the rescheduling using the ATSD Testing System. Once a request has been rescheduled, a confirmation email will be sent to the student and the instructor via their Texas State email accounts.

**Multiple Day Closure:** If a weather-related issue or emergency situation causes Texas State University to close for multiple school days, students scheduled to test with ATSD during such a closure will receive an email from ATSD with rescheduling instructions for each request. The new date and time of testing will be contingent on faculty approval. All affected students and faculty should monitor their Texas State email accounts for communication from ATSD regarding rescheduling.

**Recommended Statement about ATSD for Syllabus**

“Students who are approved for testing accommodations with the Office of Disability Services (ODS) have the option of using Academic Testing for Students with Disabilities (ATSD) office to take in-class tests or quizzes with their accommodations. Any student who schedules a test(s) with ATSD must schedule tests during the in-class scheduled test time (or seek an exception from the instructor) and are expected to take the test at ATSD. If a student schedules to take a test with ATSD, but decides that they will take the test in the classroom, the student will be responsible for notifying ATSD and the instructor prior to the class start time.”

**Testing Times**

ATSD’s designated test start times are established to ensure that students receive proper accommodations, and face minimal distractions, given the available testing space. **These times are non-negotiable.**

**Regular Tests & Quizzes**
● On Monday, Thursday, and Friday, ATSD administers regular tests and quizzes at the following times: 8:00 a.m., 11:00 a.m., 2:00 p.m., and 3:00 p.m. During the fall and spring semesters, the ATSD office closes at 5:00 p.m. on these days.

● On Tuesday and Wednesday, ATSD administers regular tests and quizzes at the following times:
  o 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m.
  o During the fall and spring semesters, the ATSD office closes at 8:00 p.m. on these days.

● *Summer Sessions:* ATSD administers regular tests and quizzes at the following times:
  o 8:00 a.m., 11:00 a.m., 2:00 p.m., and 3:00 p.m. (Monday, Tuesday, Thursday, and Friday)
  o 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m. (Wednesday)

● Instructors should keep in mind that many students have ODS approved accommodations for extended time. In most cases, such students are therefore unable to test during regular class hours, as their approved time extensions would conflict with other classes.

**Finals**

● During the University’s designated finals period, ATSD administers final exams at the following times:
  o 7:30 a.m., 11:15 a.m., and 3:00 p.m.

**Student Responsibility for Scheduling**

● ATSD requires students to submit separate online requests for each in-class test or quiz they wish to take at our office.

● It is the sole responsibility of each student to submit online test requests within the time deadlines outlined in ATSD’s policy documents.

● Students must arrive at ATSD at least 10 minutes before their scheduled test time. If a student arrives more than 10 minutes after the scheduled start time he or she will be unable to test. If this occurs the student may:
  a) Reschedule the test with ATSD by submitting a new online test request. The new request is contingent on instructor approval.
  b) Take the test with the rest of the class.

**Instructor Role for ATSD Testing**

Instructors will have the opportunity to review each student submitted test request by logging into the ATSD Testing System at [https://tim.txstate.edu/atsdtesting/Home.aspx](https://tim.txstate.edu/atsdtesting/Home.aspx). Federal law requires institutions of higher learning to provide accommodations based on a student's documented disability. Compliance with these laws is mandatory.

**Test Notification**

Instructors are encouraged to provide students with sufficient notice of test dates (at least 72 hours in advance).

**Designating a Test Request Status**

The instructor will need to select the appropriate status for each student submitted test request. If no action is taken by an instructor on a test request, ATSD will schedule the test pending the instructor’s approval.

1) *Approved:* If all the information submitted by the student in the test request is correct.

2) *Conditionally Approved:* If some of the information submitted by the student in the test request is incorrect or needs to be changed. If a test request is conditionally approved, indicate the necessary changes in the “Comments” box. ATSD will contact the student about what was changed and send a new confirmation. Some examples of incorrect information submitted might be:
   a. Date of test
   b. Time of test

3) *Denied:* If the instructor will not allow the student to test or there is no test scheduled. If a test request is denied, indicate a reason in the “Comments” box. ATSD will contact the student and inform them that their request was not approved.
Exam Information
In order for ATSD to administer an exam exactly as desired by an instructor, the instructor should provide all of the following information in the testing system:

- **Faculty Forms:** Indicate how the student should record his or her answers by selecting the appropriate option from the list.
- **Time Allowed in Class for Test:** The instructor should verify that the time allotted for the in-class exam appears correctly in the test request. This field will default to the amount of scheduled class time unless altered by the instructor. (ATSD will calculate any applicable extended time using the information submitted in this field.)
- **Test Delivery Option:** The instructor should indicate how he or she would like to receive the completed exam. Test packets can be delivered by the ATSD courier or picked up by an instructor or designee.
- **Faculty Approved Materials:** Indicate the materials allowed for the exam by selecting the appropriate items from the list. These will be the only items the student will be allowed to take in the testing room with them.
- **Additional Instructions:** If necessary, include any special instructions needed to administer the exam.
  - e.g.- “Part I of the test is closed notes. Part II of the test is open note.”

Providing Tests to ATSD
To ensure that each test is administered accurately, ATSD must receive regular exams by 4:00 p.m. on the business day prior to the scheduled exam. Due to increases in volume, final exams must be received by 4:00 p.m. on the last reading day of the semester. It is important to submit tests as soon as possible so ATSD can review the test, included the necessary materials, and ensure that all testing accommodations are administered properly.

- If possible, the preferred method for receiving tests is uploading exams in Microsoft Word format via the testing system. We make this request because many students have ODS approved accommodations for enlarged print. It is easier and more efficient to enlarge an electronic test.
- Tests that need to be converted to Braille will need to be received at least 48 business hours before the last reading day. Instructors will need to send the exam in Microsoft Word format.
- **Audio Portions:** ATSD encourages instructors to administer any audio portions of exams. If ATSD must administer an audio portion of an exam, the audio component must be saved to a CD and hand delivered to ATSD.
- ATSD will not be responsible for mistakes (i.e. answers on test, missing pages, wrong questions, missing scantron, etc.) for tests submitted on the day of a scheduled test.
- There are three ways to send tests to ATSD:
  2) Email to ATSD@txstate.edu
     a. If you email, please include the following:
        i. Date of Test
        ii. Course
        iii. Instructor of Record Name
        iv. Name of Student(s) taking test
        v. Special Instructions for test, if not indicated online (i.e. scantron, formula sheet, calculator, open book)
  3) Hand deliver to ATSD Office (Commons, Lower Level, G18)
- **Final Exam Special Note:** If an instructor does not have a final exam ready to be administered by the time and date the student has scheduled the final with ATSD, the instructor will be responsible for accommodating the student in his/her own department.

Correspondence
- **Submission of a Test Request:** When an electronic test request is submitted by a student, the instructor on record receives an automated email notification. This serves as the first contact between ATSD, the student, and the instructor about the specific test information.
- **Reminders:** Email reminders are sent to instructors throughout the test requesting process.
- **First Reminder** – Sent the moment the test request is submitted by the student. This could be several weeks in advance or 48 hours before the scheduled test date.
- **Second Reminder** – Sent 48 hours before the student plans to test at ATSD, if the test has not been received.
- **Third Reminder** – Sent 24 hours before the student plans to test at ATSD, if the test has not been received.
- **Fourth or More Reminders** – Sent in email form or by calling the instructor to receive the test prior to the scheduled testing time.

### Receiving Completed Test Packets

#### Pick-Up or Delivery of Completed Test Packet

After a student has completed the test, all materials used (i.e. scantron, answer form, notes or other materials that were allowed) are placed in the testing envelope. The test packet is checked by the ATSD Supervisor before the envelope is sealed. Instructors can receive their completed tests by:

- **The ATSD Courier**: The courier will deliver it to the department office.
  - The individual in the department office receiving the test must sign for the test packet.
  - During regular testing the courier delivers tests every afternoon.
- **Test Pick-up**: Instructors may pick up completed test packets in person from the ATSD office. The instructor may send a designee in his or her place, but must indicate this on the testing request form or prior to pick-up.