Student Testing Guidelines

Testing at the Academic Testing for Students with Disabilities Office (ATSD) is the right of the student. However, so that every student is able to access their testing accommodations, each student is responsible for following and adhering to the guidelines below. The option to take a test in the ATSD testing center only applies to in-class tests or quizzes. Students who choose to coordinate testing arrangements with ATSD must follow the policies and procedures outlined below.

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.

Testing at ATSD
- To schedule a test at ATSD, students must submit an online test request using the ATSD Testing System.
- A separate request must be submitted for each test or quiz.
- It is each student’s responsibility to submit test requests according to the time periods listed below. If a student fails to submit a request by the specified deadline, the student will have to make arrangements with his or her instructor or take the test in class.
- ATSD will only administer tests with accommodations that have been approved by the Office of Disability Services (ODS).

Regular Tests and Quizzes
- **48 hour Rule**: Online requests for all tests and quizzes must be submitted at least 48 hours in advance of the requested scheduled starting time.
  - The 48 hour rule does not include weekends or holidays.
  - For example, if a student would like to take an exam on Monday at 11:00 a.m., he or she will need to submit his or her testing request on Thursday by 10:59 a.m.
- 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 testing 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 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.
- If a student misses a final exam scheduled at ATSD during the fall or spring semester, 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 ATSD 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
• If an instructor will be administering pop quizzes in a class or lab, students wanting to access their accommodations for a pop quiz have three options:
  o Instructor provides testing accommodations to the student so that the quiz can be taken during class.
  o 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.
  o 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.)
    ▪ Students wanting to access their accommodations at ATSD should have their instructor contact the ATSD Supervisor to coordinate the administration of pop quizzes.

Tests for Incomplete Courses & Graduate Comprehensive Exams (Comps)
• Test requests for incomplete courses must be submitted following the 48 Hour Rule.
• Requests for incomplete courses must be submitted via email to ATSD@txstate.edu. The following 10 items must be included in the email:
  1) Student name  
  2) Texas State ID number  
  3) Texas State email address  
  4) Course  
  5) Type of test (e.g. Test #2, Quiz 3, Final, Graduate Comp, etc.)  
  6) Instructor’s name and email  
  7) Date of test  
  8) Start time of test  
  9) Course meeting time and duration  
  10) ODS approved accommodations requesting for this exam

Accommodations for Readers & Scribes
If a student dismisses an assigned reader or scribe on two occasions in a semester, then ATSD will suspend this service. Therefore, a reader and/or scribe will not be scheduled for the student until he or she meets with the supervisor to discuss the situation. ATSD encourages students to utilize the “Accommodations not Needed” box on the test request form in order to prevent excessive dismissals. If a student prefers electronic reading software over a human reader, then he or she should indicate this preference on the testing form. Students who indicate this preference on the testing form shall be provided with electronic reading software, subject to availability.

Appropriate Behavior at ATSD
Each student using ATSD services is expected to follow the Texas State Honor Code, the Code of Student Conduct, and ATSD policies and procedures. (Links to these important documents can be found on the ATSD website: http://www.txstate.edu/trec/atst/adst.html) When a student tests for the first time at ATSD, they will be asked to sign the Student Policy and Procedure Agreement. 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. Any breach of this contract will result in disciplinary action that may include, but is not limited to:
  • Meeting with the ATSD Supervisor to discuss the behavior that needs to be corrected. During this meeting an action plan to correct the behavior will be created and signed by both parties.
  • Meeting with other officials employed at Texas State University.
  • Continued and repeat offenses will require the involvement of the Behavior Assessment Team or Student Justice.

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.

Testing Procedures

Day of Scheduled Test

- Arrival
  1) Students should arrive at ATSD at least 10 minutes before the scheduled test time.
     a) Students arriving **more than 10 minutes** after the scheduled start time will be unable to test. If this occurs the student may:
        i. Reschedule the test with ATSD by submitting a new online test request. The new request is contingent on instructor approval.
        ii. Take the test with the rest of the class.
  2) Since the ground floor of the Commons building is a cell phone free area, students should turn off their cell phones before entering the ground floor. Additionally, phone calls and texting are prohibited.
  3) Upon arrival all students must check in at the ATSD front desk with a photo ID.
  4) After checking in, students should wait for their proctor in the chairs outside the ATSD front office or at the study carrels down the hall.
  5) Students should have all approved testing materials out.
  6) An ATSD proctor will call students by first name and last initial in the waiting areas.
  7) Each student will need to place his or her belongings in a locked locker. The following items must be placed in a locker:
     a) Backpacks/purses
     b) Heavy winter coats
c) Hats
d) Notebooks or notes (unless approved by instructor)
e) Textbooks (unless approved by instructor)
f) Scratch paper (unless provided by ATSD)
g) All food or drink, except for water with a lid
h) Cell phones or MP3s (all turned off)
i) Tablet or laptops (all turned off)

8) After each student stores his or her belongings, the proctor will walk each student to the appropriate testing room.
   a) **Students are not allowed to leave the testing room after an exam has begun unless permission is granted by the proctor.**

9) All testing will be monitored via closed circuit video camera. Test sessions may be recorded.

10) The proctor will ensure students adhere to the approved materials and accommodations listed on the testing request.

11) Proctors do not make decisions regarding the testing environment or accommodations.

12) If the student has questions or concerns during a test, please have the proctor contact the ATSD Supervisor.

13) If the proctor is a scribe, they will only write what is dictated by the student.

14) If the proctor is a reader, they will only read what is written on the test.

- **No Show for a Test**
  1) Students who do not arrive at ATSD for their test will have two options:
     i. The student will need to submit a new online test request. The new request is contingent on instructor approval.
     ii. The student may take the test with the rest of his or her class.

- **Returning the Completed Test**
  1) A student will not be allowed to leave ATSD with a test.
  2) Tests are picked up by the instructor, or are hand delivered via courier within 24 hours.

**Text Reminder System**
ATSD encourages students to join the ATSD Text Reminder System. Students subscribing to this service receive a text message the day prior to their test. Test reminders will display the course, date of test, and scheduled testing time. To opt into this service students must sign up at the ATSD front desk.

**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. Testing 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.
  - If double time is an approved accommodation, the 8:00 a.m. or 11:00 a.m. time slot should be selected.
  - If triple time is an approved accommodation, the 8:00 a.m. time slot should be selected.

- On Tuesday and Wednesday, ATSD administers regular tests and quizzes at the following times:
  - 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m.
  - During the fall and spring semesters, the ATSD office closes at 8:00 p.m. on these days.
  - If double time is an approved accommodation, the 8:00 a.m., 11:00 a.m., or 2:00 p.m. time slot should be selected.
  - If triple time is an approved accommodation, the 8:00 a.m. or 11:00 a.m. time slot should be selected.
• **Summer Sessions:** 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. (Monday, Tuesday, Thursday, and Friday)
  - 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m. (Wednesday)

• Students selecting time slots that do not allow for the full amount of extended time will have their tests stopped at the office closing time.

• Students arriving early to ATSD will not be allowed to begin their tests before the scheduled starting time.

• If a student is unable to take a test on the same day and time as his or her class, an explanation must be provided for the instructor in the “other” box.
  - For example, “Dr. Smith, my extended time for your test would conflict with my next class, therefore I am requesting to start my exam at 8:00 a.m. instead of 11:00 a.m.”

**Finals**

• During the University’s designated finals period, ATSD administers final exams at the following times:
  - 7:30 a.m., 11:15 a.m., and 3:00 p.m.
  - If double time is an approved accommodation, either the 7:30 a.m. or 11:15 a.m. start time should be selected.
  - If triple time is an approved accommodation, the 7:30 a.m. start time should be selected.

**Specialty Accommodations**

**Braille**
ATSD can convert most tests to Braille format. The student must indicate his or her need for Braille format on the online test request. Students should also notify their instructor to ensure ATSD receives the test at least 24 hours before the test date. Instructors will need to send the test in Microsoft Word format.

**Interpreters**
Interpreters may accompany any student who needs interpreting assistance. The student will need to indicate this on the online test request to ensure the appropriate room is assigned for testing. During testing an interpreter is required to stow his or her personal belongings in a locked locker. Any questions regarding this policy can be directed toward the ATSD Supervisor.

**ATSD Testing System**

**Instructor Role**

• **Approval:** When an electronic test request is submitted, the instructor on record receives an automated email notification.
  - An instructor can “Deny”, “Conditionally Approve”, or “Approve” a test request.

• An instructor can submit changes to a test request at any time. ATSD will notify the student via his or her Texas State email account of any instructor changes.

• An instructor has the right to determine the length of any regular test, quiz, or final.

**Student Role: Submitting a Test Request**

• To submit an online test request, log in to the ATSD Testing System at: [https://tim.txstate.edu/atsdtesting/Home.aspx](https://tim.txstate.edu/atsdtesting/Home.aspx)

• A test should be requested on the same day and as close to the same time as it will be administered in class.

• All ODS approved accommodations are automatically filled in the test request. If the accommodations listed are incorrect, please contact ATSD ([ATSD@txstate.edu](mailto:ATSD@txstate.edu)) and ODS ([ODS@txstate.edu](mailto:ODS@txstate.edu)) as soon as possible.

• All testing materials must be approved by the instructor prior to the day of the test. Only instructor approved materials are permitted in the testing rooms.
  - ATSD will not attempt to contact the instructor for approval of materials at the time of the test.

• After a request is submitted, the student will receive a confirmation email via their Texas State account.
If a student still has questions or concerns regarding testing arrangements, it is his or her responsibility to discuss his or her concerns with the instructor.

Navigating the ATSD Testing System

• Checking the Status of a Test
  2) A comprehensive list of submitted requests for the current semester will be displayed. To view information for a particular test request, click on the “Details” option located next to that request.
  3) The most up-to-date information regarding the test will appear on the screen.
  4) The student can print this page for his or her records.

• Changes To a Submitted Test Request
  1) If changes need to be made regarding a test date or a scheduled testing time, the student will need to submit a change request in the ATSD Testing System as soon as possible.
  3) A comprehensive list of submitted test requests for the current semester will be displayed. To submit a change for a particular test request, click on the “Change” option next to that request.
  4) The student should submit a request for all of the necessary changes.
  5) Make sure to save all changes.
  6) A notification email will be sent to ATSD. The change request will be reviewed and processed within 24 hours (excluding weekends and holidays).
  7) The student does not need to submit a new test request showing these changes, unless informed to do so by ATSD. Do not submit a new test request without first checking with ATSD.
  8) Once the change has been made, a confirmation email will be sent to the student and instructor via their Texas State email accounts.
  9) The instructor has the right to deny the change. If ATSD does not hear from the instructor, approval is assumed.
  10) All change requests require 24 business hours for processing.

• Cancel a Test
  1) If a student decides not to take a scheduled test with ATSD, they will need to cancel the test.
  2) The student will need to submit a cancellation request via the ATSD Testing System as soon as possible.
  4) A comprehensive list of submitted test requests for the current semester will be displayed. To submit a cancellation request for a particular test request, click on the “Cancel” option next to that request.
  5) A cancellation email will be sent to ATSD and processed within 24 hours (excluding weekends and holidays).