

## Academic Testing for Students with Disabilities

Texas State University  
Commons, Ground Level, Room G18  
512-245-7856 (Main Office)

### Student Testing Guidelines

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

#### ATSD Policies

##### Eligible Assessments for ATSD Administration

ATSD proctors assessments that are administered on campus for a class. For example, students taking an online course where the instructor administers the exams on campus would be eligible to take those exams at ATSD. Take home exams are ineligible unless the student cannot access their testing accommodations (e.g., Student needs a reader, but does not have access to text-to-speech software at home). All questions as to whether or not an assessment is eligible for administration at the ATSD office should be directed to the ATSD Supervisor.

##### Identification Policy

All students testing at ATSD must present valid photo identification (ID) prior to accessing an assessment. If a student does not have a photo ID, then they will not be permitted to test.

##### Testing at ATSD

- To schedule an exam or quiz at ATSD, students must submit an online test request using the ATSD Testing System.
- A separate request must be submitted for each test, quiz, or make-up.
- It is each student's responsibility to submit assessment requests according to the time periods listed below.
- ATSD will only administer assessments with accommodations that have been approved by the Office of Disability Services (ODS).

##### Regular Tests and Quizzes

- **Three Business Day Rule:** Online requests for all in-class assessments must be submitted by 5 p.m. **at least three business days in advance** of the requested scheduled date.
  - The Three Business Day Rule does not include weekends or holidays.
    - For example, if a student would like to take an exam on the following Monday at 11:00 a.m., they will need to submit their assessment request no later than the preceding Wednesday by 5 p.m.
- All changes to submitted test requests require one business day to process.
- Students should submit all assessment requests as soon as syllabi are received in order to avoid missing the Two Business Day 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 testing 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 Three Business Day Rule.

- Students must request final exams at ATSD according to the University Final Exam Schedule. All final exams at ATSD should be taken on the same date and as close as possible to the start time of the in-class exam administration.

### Missing the Deadline for Scheduling

If a student fails to submit an assessment request by the specified deadline, the student has the following options:

- Take the assessment with the rest of the class.
- Ask the instructor to administer the assessment with testing accommodations. Instructors are not obligated to provide testing accommodations if the scheduling deadline is missed.
- If the deadline was missed due to extenuating circumstances, email [ATSD@txstate.edu](mailto:ATSD@txstate.edu) to ask for an exception. All requests are considered on a case-by-case basis.
  - For example, if a student was just approved for testing accommodations from ODS and the student has an exam scheduled in less than three business days, ATSD might be able to grant an exception to the Three Business Day Rule.

### Failure to Report for an ATSD Scheduled Exam or Quiz

If you miss your exam or quiz for whatever reason, any rescheduling must be done in accordance with your instructor's make-up policy and student rules. You should first speak with your instructor before attempting to reschedule your exam or quiz.

- *Late Arrivals:* Students must arrive at ATSD at least 10 minutes before their scheduled start time. If a student arrives more than 10 minutes after the scheduled start time they will be unable to test. If this occurs the student may:
  - Seek instructor approval to reschedule the assessment with ATSD. After obtaining approval, submit a request for a make-up exam or quiz.
    - It is at the discretion of the instructor to approve rescheduling the assessment with ATSD.
  - Ask your instructor to administer the exam with testing accommodations. Instructors are not obligated to provide testing accommodations if a student arrives late for an exam scheduled at ATSD.
- *No Shows:* Students who do not arrive at ATSD for an assessment scheduled on or before the last day of regular classes will have two options:
  - Seek instructor approval to reschedule the assessment with ATSD. After obtaining approval, submit a request for a make-up exam or quiz.
    - It is at the discretion of the instructor to approve rescheduling the assessment with ATSD.
  - Ask your instructor to administer the exam with testing accommodations. Instructors are not obligated to provide testing accommodations if a student does not report for an exam scheduled at ATSD.
- If a student misses a final exam scheduled at ATSD, the student can do any 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 8:00a.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 their instructor to make up the final exam.

### Pop Quizzes

Students with accommodations should meet with their instructor to discuss the best option for administering pop quizzes. Students wanting to access their accommodations for a pop quiz have three options:

- 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 three business days 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 and comprehensive exams must be submitted following the Three Business Day Rule.
- Requests for incomplete courses and comprehensive exams must be submitted via email to [ATSD@txstate.edu](mailto:ATSD@txstate.edu). The following 10 items must be included in the email:
 

<ol style="list-style-type: none"> <li>1) Student name</li> <li>2) Texas State ID number</li> <li>3) Texas State email address</li> <li>4) Course</li> <li>5) Type of test (e.g. Test #2, Quiz 3, Final, Graduate Comp, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>6) Instructor's name and email</li> <li>7) Requested date of test</li> <li>8) Requested start time of test</li> <li>9) Course meeting time and duration</li> <li>10) ODS approved accommodations <u>requesting</u> for this exam</li> </ol>
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### **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 they meet with the supervisor to discuss the situation. If a student feels that they no longer need a reader or scribe accommodation, please notify the ATSD Supervisor. If a student prefers electronic reading software over a human reader, then they should indicate this preference to the ATSD Supervisor. Students who indicate this preference to ATSD prior to the date of the assessment 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/attd/attd.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,) they 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**

*Partial or 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](mailto: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 1-2 business days 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. You are not allowed to start your exam or quiz early, but you need to be on time for your exam or quiz.
    - a) Students arriving more than 10 minutes late for an exam will be marked as a 'No-Show'.
  - 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 their belongings in a 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) Personal laptop computer (unless approved by instructor)
    - i) Cell phones, smart watches, tablets, or MP3s (all turned off)
    - j) Tablet or laptops (all turned off)
  - 8) After each student stores their 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 or what is written by the student.

- *Returning the Completed Test*

- 1) You must complete your exam or quiz in the allotted time. This includes completing your scantron.
- 2) A student will not be allowed to leave ATSD with a test.
- 3) Tests are picked up by the instructor, or are hand delivered via courier within 24 business hours of the exam end time.

## **Testing Times**

ATSD's designated testing start times are established to ensure that students receive proper accommodations, and face minimal distractions, given the available testing space. **\*\*Testing start 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:
  - 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.
- *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 are responsible for requesting a start time to ensure they are provided their extended time.
- Students arriving early to ATSD will not be allowed to begin their tests before the scheduled starting time.
- Unless you have a time conflict, students should generally be taking regular exam or quiz at the same time as the class. (Or the ATSD start time that is as close as possible to the start time of the in-class administration.) An example of when a student would take a regular exam or quiz at a different date and/or time is when the student has back-to-back classes and the only way to receive full accommodations is to take the exam or quiz at a different time.
  - Students who request an exam time slot that is different from the scheduled in-class exam time **MUST** obtain explicit approval from the instructor prior to submitting a request.

### **Finals**

- During the University's designated finals period, ATSD administers final exams at the following times:
  - 8:00 a.m., 12:00 a.m., and 4:00 p.m.
    - If the in-class final is scheduled for December 14<sup>th</sup> at 8AM, the student should request to take the final with ATSD on December 14<sup>th</sup> at 8:00AM.
  - During the University's designated finals period, the ATSD office is open from 7:30 a.m. to 9:00 p.m.
    - All exams must end at 9:00 p.m. regardless of ODS approved accommodations for extended time. Students are responsible for requesting a start time to ensure they are provided their full amount of extended time.

## **Specialty Accommodations**

### **Braille**

ATSD can convert most tests to Braille format. The student must indicate their need for Braille format via email to [ATSD@txstate.edu](mailto:ATSD@txstate.edu). Students should also notify their instructor to ensure ATSD receives the test at least 2 business days before the assessment 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 via email to [ATSD@txstate.edu](mailto:ATSD@txstate.edu) to ensure the appropriate room is assigned for testing. During testing an interpreter is required to stow their 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 assessment request is submitted, the instructor on record receives an automated email notification.
  - An instructor can “Deny” or “Approve” a request.
- An instructor can submit changes to a request at any time. ATSD will notify the student via their 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 assessment request, log in to the ATSD Testing System at: <https://tim.txstate.edu/atsdtesting/Home.aspx>
- An in-class assessment 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 request. If the accommodations listed are incorrect, please contact ODS ([ODS@txstate.edu](mailto:ODS@txstate.edu)) and ATSD ([ATSD@txstate.edu](mailto:ATSD@txstate.edu)) as soon as possible.
- Only items that instructors have authorized, and/or those listed as APPROVED ACADEMIC ACCOMMODATIONS by the Office of Disability Services, are permitted in the testing room. All testing materials must be communicated by the instructor prior to the day of the test in the online request or by email. It is the student’s responsibility to confirm that these materials have been communicated to ATSD in advance of the day of testing.
  - ATSD will not attempt to contact the instructor for approval of materials at the time of the assessment.
- After a request is submitted, the student will receive an automatic email via their Texas State account.
- If a student still has questions or concerns regarding testing arrangements, it is their responsibility to discuss their concerns with the instructor and or ATSD.

## **Navigating the ATSD Testing System**

**This portion is in progress. If you require assistance navigating the new ATSD Testing System, please call or report to our office.**