

Testing Accommodations

Test Proctoring Contact Information:

Disability.Services@metrostate.edu

Proctor:

Jennifer Oliphant, 651-793-1549, FH 224

Testing Accommodations

Testing Accommodations are intended to provide equal access to students with disabilities in the testing process. Testing accommodations are requested by students to compensate for functional limitations resulting from their disability, or in some cases from the side effects of various medications prescribed for the disabling condition(s). Testing accommodations are based on students' individual needs and include but are not limited to:

Extended testing time

Distraction free environment

Use of assistive technology (Computer, JAWS, Dragon Naturally Speaking and Kurzweil)

Disability Services assists faculty in providing testing accommodations to students with disabilities by proctoring test. Instructors are notified at the beginning of the semester about students' requests for testing accommodations. It is the student's responsibility to schedule the date and time to take the test in Disability Services. Once this is done, Jennifer Oliphant, the proctor, will notify the instructor and arrange for the test to be delivered to Disability Services. Once the test is completed, the proctor will return tests according to instructor's wishes. As per [instructor test cover sheet form](#).

Considerations:

- **Students** whose testing accommodation is only extended time may take their tests at the Metropolitan State University Testing Center (Minneapolis or Midway campus)
- **Disability Services'** Test Proctoring is available Monday through Friday, 8:00 AM to 6PM. Please contact Disabilities Services if these times do not work for you, and we will make alternative arrangements.
- **Students** enrolled in morning and afternoon classes are strongly advised to take their test on the same day and time as the rest of the class.
- **Extended** time is based on the actual time the class is given to compete the examination. Therefore, it is essential for faculty to provide this information on the Test Cover Sheet.
- **Tests** may be sent to Disability Services via email or inter-campus mail. Tests may be returned to instructors using email, inter-campus mail or U.S. mail, as the instructor requests.
- **Instructors** have the right to determine the date and time a test is given.
- **Instructors** may administer their own tests provided students receive their approved testing accommodations.
- **Extended** testing time applies to on-line tests but it **does not** apply to tests students are given several days to complete, such as take-home examinations.
- **Students** must schedule dates and times to take tests at least **seven** days in advance for each exam/quiz.
- **Students** must inform their instructor of the testing accommodation each semester.