

Testing accommodations are assigned to eligible students with documented disabilities. Testing accommodations may include:

- Extended Testing Time (Time and ½ or Double Time)
- Testing in a Distraction Reduced Environment
- Enlarged Print
- Use of Calculator (Subject to requirements of the assessment or course)
- Other (based on the student's documentation of disability).

In general, the facilitation of testing accommodations is the responsibility of the instructor. Extended testing time accommodations should be facilitated by the instructor automatically after receiving the student's Accommodation Request Form (ARF). Students do **not** have to submit a Testing Accommodation Form to request the use of extended time. Training requests or questions regarding how to facilitate extended testing time in the Learning Module System (LMS) for a student should be forwarded to the Center for Excellence in Learning and Teaching (CELT) department.

With the exception of associate faculty, instructors should facilitate testing accommodations (including extended testing time, enlarged print, use of calculator, or formula note card) before, during, or after the scheduled class time.

Students with an accommodation to test in a distraction reduced environment can use the testing center as necessary. To inform the instructor and the testing coordinator or proctor of the required testing accommodations, students must use the Testing Accommodation Form. Along with submitting the Testing Accommodation to the course instructor, it is the student's responsibility to schedule a test date and time with the Testing Coordinator or assigned proctor.

Requesting Accommodations:

For new students requesting accommodations through disability services, the student must:

- 1) Complete an intake and application with an advisor.
- 2) Submit documentation verifying a disability and need for accommodations.
- 3) Check MCC student email account for Letter of Accommodations (LOA) and respond to follow up inquiries by the Compliance Office.

Inputting a Request for Testing Accommodations: Student Responsibility

Once a Letter of Accommodation (LOA) has been sent to the student, student with testing accommodations will also receive email notice of the testing procedures and a blank testing form. The student must complete a Testing Accommodation Form for each test, quiz, or exam taken outside the classroom setting. Students should schedule their testing accommodation requests early. Upon receiving a course syllabi, students can schedule testing accommodations in advance. If tests are not listed, the student should schedule their test as soon as it is announced. A minimum of 48 hours prior notice is required to input and schedule a testing accommodation outside the classroom. Students should be aware that some accommodations may require more than 48 hours prior-notice in order to facilitate the accommodation.

To notify the instructor of a testing accommodation request that is facilitated outside of the classroom, the student must:

- 1) Download and complete the student section of the Testing Accommodation Form.
- 2) Forward the Testing Accommodation Form to the appropriate instructor.
- 3) Contact the Testing Coordinator or designated proctor to schedule a time for the test.

Prior to the scheduled test date, students should double check with the instructor to verify that he or she completed their section of the Testing Accommodation Form and that the test and form has been sent to the Testing Coordinator/Proctor.

Emergencies: Students may speak with the Testing Center about exceptions due to an emergency. If an emergency situation arises that prevents the student from taking a test as arranged, the student should call the Testing Center immediately.

Late Arrivals: If a student is more than 15 minutes late for a test, the testing center may not be able to administer the test. It is the student's responsibility to communicate with the instructor and or testing coordinator/proctor to reschedule the appointment.

Ethics/Cheating: Students are expected to complete tests in a fair and ethical manner. The testing center adheres to Mohave Community College's Student Honor Code regarding cheating (see the Student Code of Conduct).

Receiving a Testing Accommodation Request: Instructor Responsibility

Upon receiving a Testing Accommodation Form, it is the instructor's responsibility to:

- 1) Complete the instructor section of the form.
- 2) Send the Testing Accommodation Form and test to the appropriate Testing Center or proctor.

Receiving a Testing Accommodation Request: Testing Center/Proctor Responsibility

Upon receiving a Testing Accommodation Form, it is the coordinator/proctor's responsibility to:

- 1) Schedule a test date with the student.
- 2) Proctor the test according to the approved accommodations and directions listed on the Testing Accommodation Form.
- 3) Complete the Testing Coordinator/Proctor section of the Testing Accommodation Form.
- 4) Forward the final copy of the Testing Accommodation Form to the Compliance Office.
- 5) Return the test to the appropriate instructor.

Questions or concerns about the use or implementation of testing accommodations should be forwarded to the Compliance Office. Contact information is included below:

Michelle Martin

Compliance Specialist, Compliance Office

Email: mmartin3@mohave.edu

Phone: (928) 758-1405 (internal extension: 4013)

Danette Bristle

Accreditation Liaison/Compliance Officer

Email: dbristle@mohave.edu

Phone: (928) 704-9480 (internal extension: 4480)