**Resch Academic Success Center Accessibility Services (AS)**

**Testing Policy**

To facilitate the testing program for students with disabilities who are permitted testing accommodations, the following policies have been developed:

1. The **student is responsible** for discussing his/her testing needs with each of their professors when s/he gives the professor their accommodation letter. The **student is responsible** for **reminding** his/her professors prior to a testing date the testing accommodations s/he needs.
2. If a professor decides the student is to take a test in the AS office it is the **student’s responsibility** to schedule his/her test by:
* going to the AS website, click on *Students Registered with Accessibility Services*
	+ click on Forms and then Test Request Form

<https://cms.ysu.edu/administrative-offices/center-student-progress/test-request-form>

 OR:

* If the test is scheduled in 2 business days or less, visit the office to fill out a “**Test Request**” form.

**The student can fill out forms for the entire semester by checking testing dates on his/her syllabi.**

* + **It is not the professor’s responsibility to schedule the test.**

3. Students must provide the following information for a test request:

* Student’s name, phone number, ID number and e-mail address
* Professor's name, **e-mail address**
* Name of the class
* Day, date & time of the test
* Accommodations needed

4. **. IN ORDER TO TAKE A TEST AT A TIME OTHER THAN WHEN IT IS SCHEDULED, THE STUDENT MUST GET THE PROFESSOR’S PERMISSION AND VERIFY IT THROUGH ONE OF THE FOLLOWING MEASURES:**

* An e-mail to AS from professor
* Phone call from professor to AS

5. **\*\***The **student should** schedule a test **a minimum of 5 days** prior to the day of the test, to guarantee a space and that the exam will be in the Office.

 **THIS DOES NOT INCLUDE WEEKENDS!**

6. A student, who is more than **15 minutes late** for a scheduled test, **will** **not** be able to take his/her test in DS. Be on time or in an emergency call.

7. AS has the right to deny services to students who display misconduct to other students or

 AS staff. Any violation of YSU Student Code of Conduct or academic policy will be

 referred for disciplinary procedures to the Dean of Students Office.

1. All tests must be completed by 4:45 pm unless other arrangements have been made with Accessibility Services.
2. **You are not permitted to leave the AS office/exam room once you begin your exam.** If you anticipate needing to use the restroom, please do so before you start your exam.
3. **Testing rooms will be monitored and recorded by a closed-circuit video system.**

Accessibility Services number is **330-941-1372**

**You will be required to sign a Test Taking Agreement for each test taken in Accessibility Services. It reads as follows:**

I will NOT remove any testing materials from the testing room and

NOT disclose (in whole or part) any exam questions to anyone who

has not taken this exam. This disclosure includes anything in oral,

written or electronic form. I also will NOT cheat any manner while taking this test. If I am seen cheating the incident will be reported to the appropriate professor. I recognize and acknowledge that violation

of this agreement could result in disciplinary action including, but

not limited to, the following penalties: suspension, expulsion,

transcript annotations. (See the Student Code of Conduct; Article IV,

Section A and Article VII, Section E)