

Testing Accommodations Policy and Procedures

Scheduling An Exam

- Fill out the [Exam Scheduling Form](#) at least five (5) school days before the exam to utilize on-campus testing in the Testing Center. Requests submitted later than 5 school days may not be able to be accommodated.
- Upon receiving your form, the Testing Center will coordinate your exam needs with your instructor and the Testing Center. Please make sure to closely monitor your email for any time sensitive emails that the Testing Center might send to you.
- The Testing Center will send a meeting invitation to the student and instructor. Each person will need to accept the meeting invitation for the exam to be scheduled.
- Monday test appointments must be scheduled the previous Monday or no later than the Wednesday before. Requests placed over the weekend may not be granted.
- Tests must be started early enough to be finished by 3:45 p.m. accounting for accommodations.
- Tests must start and end on the same day.

Before Your Exam

- Testing Center Location: College Center Room# 2459C
- You must bring photo identification and present it each time you test.
- Arrive to the Testing Center on time and with the materials needed for exam (pencils, calculator, scantron, etc.).
- Hats, sunglasses and oversized jackets or coats must be removed before entering testing room. Personal items, such as backpacks, purses, cell phones, electronic devices, watches, and bracelets are not allowed in the Testing Center but can be stored in the lockers in the hallway.
- Lockers will require a quarter, please have the student bring a quarter to access the lockers. The quarter will be returned to the student when the student returns the locker key.
- Refrain from wearing strong scented lotions, perfumes, deodorants, etc. that may trigger allergic reactions or create a distracting environment.

While Testing

- Restroom breaks are not allowed unless you have been approved for breaks during exams due for disability accommodations or otherwise permitted by your professor. Please use the restroom if needed prior to your exam time.
- Accessing locked materials during a break is not allowed unless otherwise permitted for accommodation purposes.
- Water in a clear bottle is permitted in the testing room. Non-clear bottles can be left in the main office area.
- Refrain from talking, shouting, or crumpling paper in the test environment. Distracting behavior will result in being asked to leave the testing room.
- Any behavior that appears to be cheating will be questioned and reported to the professor immediately.

If you'd like to know how much time you have remaining, please use the call button at the testing station if assistance is needed. The proctor will let you know how much time you have left. Personal timers are only allowed in private rooms.

- Please do not leave the exam area unless otherwise permitted for a break or until you have completed your exam.
- You will be notified when your testing time is up. When advised of the end of your testing time, please stop promptly, and turn in all items to a Testing Center staff member.

After your exam

- Clean your testing space once you complete an exam, this includes brushing away eraser crumbs or pencil markings from desk.
- All test materials will be placed in your testing envelope at the end of the exam, including scratch paper and formula sheets (unless otherwise directed by your professor). Exceptions are made if the exam is taken online or if you are using a computer for an exam. Testing Center staff will collect your belongings when you have finished.
- If you are taking an exam online, please let a proctor know when you have finished. They will need to see a confirmation that you have successfully completed or submitted an exam.
- If your Testing Center exam time finishes before the regular class exam time, you may not discuss or share information about the exam with classmates until their exam is complete.

Testing Center Hours

- Monday–Thursday: 10 a.m. to 4:00 p.m.
- Saturday–Sunday: **Closed**

Testing Center Location

- CC 2459C

Testing Center Email

- DSTest@seattlecolleges.edu