



TESTING SERVICES GUIDELINES

Students and Instructors, please note the following instructions and guidelines:

1. Each student is responsible for consulting with their instructor regarding exam accommodations by presenting the Letter of Accommodations (LOA) to the instructor. Testing Accommodations should be planned and scheduled. It should also be noted that if a professor has a room for a student to test in with less distractions, the professor can choose to utilize that space for testing as the accommodation. Students can request testing in the Accommodations Office and if so, it will be specified in their Letter of Accommodation. The Testing Center for the Accommodations Office will be located upstairs in the Student and Community Service Center and will have allotted hours for students needing to test with accommodations.
2. Testing needs to be scheduled at least 24 hours in advance.
3. Exam materials must be emailed and/or delivered and/or picked up to or by the Accommodations Office before the scheduled exam.
4. The Accommodations Office will adhere to the test times submitted on the Testing Authorization Form. Students must remember the dates and times for exams and are expected to arrive at the Accommodations Office/Testing center at the time indicated on the Testing Request Form.
5. If a student is late to a scheduled exam, the end time will not be extended.
6. If a student is unable to take a scheduled exam, the student must notify the Accommodations Office and the instructor as soon as possible. It is the student's responsibility to contact the instructor regarding rescheduling the exam. (The Accommodations Office will reschedule the exam at a time that is agreed upon by all parties).
7. All personal belongings and/or any materials not indicated on the Testing Request Form or within the Accommodation letter must be stored in a designated area. This includes cell phones, laptops, backpacks, etc. The testing Facility will be monitored with individuals and/or surveillance cameras.
8. Once an exam begins, students may only leave the testing room for a quick restroom break or if breaks are allowed as a designated accommodation. However, they must leave all personal belongings within the Testing Center.
9. No Food or drinks are allowed in the testing room unless it is a designated accommodation
10. If a course is dropped for which exams have been scheduled with the Accommodations Office, please notify the Accommodations Coordinator as soon as possible. Other students may be able to use the time and space that was reserved.
11. All testing through the Accommodations Office will be closely monitored by either the Accommodations Coordinator, Assessment Center Workers, or a surveillance camera(s) that are located in one of the testing rooms.
12. Garden City Community College takes the issue of academic dishonesty very seriously. If cheating or other academic dishonesty is observed or suspected, the instructor will be notified immediately. It is at the direction of the instructor as to what, if any, sanctions may be assessed.

Student Signature

Date

