



TESTING CENTER POLICY MANUAL ¹

Notre Dame of Maryland University

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Testing Center Mission and Responsibilities

Mission

The Accessibility Testing Center (ATC) adheres to the [National College Testing Association \(NCTA\)](#) Standards and Guidelines and works collaboratively with faculty and staff members to provide a secure and accessible environment for students to perform at their maximum ability.

Accessibility Testing Center Responsibilities

The Accessibility Testing Center is responsible for providing a secure and accessible environment for students to take their exams. It is located in Theresa Hall 024 and has regular hours of operation. Students can find specific dates and time ranges on the Accessibility Testing Center calendar available on the testing center webpage.

The Accessibility Testing Center staff responsibilities:

- Provide secure and quiet setting for testing
- Provide proper administration and storage of exams
- Return exams during the appropriate timeframe
- Continually monitor the Accessibility Testing Center via in-person walkthroughs and video

surveillance Please note:

The Accessibility Testing Center is not authorized to interpret scores. Students will be directed to the faculty responsible for the course for that information. The Accessibility Testing Center is not authorized to grant additional time or testing aids not specified by the Office of Accessibility.

General Policies for ATC

ID Verification

All testers will be required to show identification before taking an exam. When reporting to the check-in area, please be sure to have an approved form current of photo identification.

Acceptable forms of ID include:

- Notre Dame student ID
- State or government Issued ID

Please note that some exams proctored by the Accessibility Testing Center have additional policies in place by specific programs and may require specific documentation provided by faculty.

Personal Belongings and Electronic Devices

Personal belongings such as notebooks, bags, smart watches, cell phones, and other electronic devices are not permitted in the testing area. Notes, textbooks, calculators, and other reference materials will be allowed if prior notification has been given to the Office of Accessibility by faculty. Students will place personal belongings in a locker or a secure bag provided by the Testing Center. All electronics must be turned off prior to being placed in the designated location. Securable bags must be placed at the student's feet under the testing station and must not be accessed during the test administration.

Water or Restroom Breaks

Water or restroom breaks are NOT regularly permitted once the test begins. Inform the test administrator, and they will provide further guidance as it relates to leaving the Testing Center during an exam.

Non-testers in the Testing Center

Non-testers are not permitted in the Testing Center. This includes, but is not limited to friends, family, children, non-testing staff, etc.

Surveillance and Monitoring

The Testing Center will be monitored regularly.

Tester Conduct and Discipline

All test takers are expected to follow the Student Code of Conduct set forth by Notre Dame of Maryland University as it pertains to academic dishonesty.

Cheating, a form of Academic Dishonesty

- A. Use of any unauthorized assistance or sources in preparation for or while completing quizzes, tests, examinations, and other course assignments
- B. The acquisition, without permission, of tests or other academic material belonging to a faculty member or college official
- C. Engaging in any behavior expressly prohibited by a faculty member in the course syllabus or classroom directions
- D. Unauthorized selling, giving, lending, or otherwise furnishing material that contains the questions or answers to assignments or examinations

If a test taker violates the Student Code of Conduct, the

Office of Accessibility will file a report with Community Standards and notify the appropriate faculty.

Notre Dame of Maryland University Student Responsibilities (by type of exam)

Students are expected to adhere to the following procedures to ensure they can take their exam on the scheduled exam day.

Student Information and Responsibilities

General Accommodated Testing Guidelines for Students

NDMU students needing accommodations must register with the Office of Accessibility and be approved in order to use the Testing Center. Once registered, students must complete the process outlined on the official intake form. If applicable, students must schedule a time to meet with a member of the Accessibility Team for training on using the Testing Center and software.

Students are encouraged to take exams while their class is testing. However, many factors play into a student's scheduling during that exact time. Therefore, students using accommodations can utilize a window from 8:30 a.m. the day before the test is scheduled to 4:30 p.m. the day after the test is designed.

Scheduling

Undergraduate students will schedule exams through Navigate.

Graduate /Post-Graduate students will schedule their exams through the testing center.

Communicating with Faculty

Students must inform their faculty of the scheduled exam date no later than 48 hours before the exam date to ensure test materials are sent to the Testing Center.

Rescheduling/Cancelling

Students can reschedule or cancel appointments through Navigate or the Testing Center. Students must reschedule exams no less than three business days (72 hours) before the exam date.

Late arrivals/ No shows

If a student arrives more than 30 minutes late to the scheduled appointment time, they may not be permitted to test upon arrival. Students should call (410-532 5401) or email the Testing Center at (atc@ndm.edu) in advance to discuss if any arrangements can be made; however, this will not ensure the student can take the exam that day. If a student is a no-show, they will need to reschedule their exam with their faculty.

Login Credentials

Students should have their login credentials for the online platforms used for the course before being seated for the exam.

Make-up

Students taking a make-up exam must schedule their exam no later than two business days (48 hours) before the desired exam date and must follow the General Accommodated Testing Guidelines for Students.

Online/Hybrid Courses

Online/hybrid midterm and/or final exams must be scheduled no later than three business days (72 hours) before the desired exam date and must follow the General Accommodated Testing Guidelines for Students.

Faculty Information and Responsibilities

General Accommodated Testing Guidelines for Faculty

For students who qualify for “text reading software” (tests read out loud by the computer) tests MUST be in accessible format and submitted to the Testing Center electronically. Contact the Office of Accessibility at accessibility@ndm.edu for assistance.

Submit any exams, proctor sheets, and/or passwords to the Testing Center in person or electronically no later than two business days (48 hours) before the student’s scheduled exam time.

Faculty should indicate whether to have completed exams delivered or picked up in person.

Make-Up Exams

The Testing Center will proctor make-up exams for missed in-class, midterm, and/or final exams during regular operating hours, subject to seat availability. The Testing Center cannot ensure same-day testing for students who are registered with the office.

Submit any exams, proctor sheets, and/or passwords to the Testing Center in person or electronically no later than 48 hours before the student’s scheduled exam time.

Faculty should indicate whether to have completed exams delivered or picked up in person.

Online/Hybrid Courses

Faculty who wish to use the Testing Center for proctoring services must inform the Testing Center of their intentions, via email at (atc@ndm.edu).

All passwords and exam instructions must be submitted to the Testing Center via email at (atc@ndm.edu) no later than three days (72 hours) before the start of the exam proctoring window.

Proctoring Services

The Testing Center is available to proctor a midterm and/or a final exam for each online/hybrid course each semester.

Final exam proctoring will be available for dates that follow the Academic Calendar.

The Testing Center will proctor make-up midterm and/or final exams for students during regular operating hours, subject to seat availability.

Brightspace

All online tests taken in the Testing Center must have the timer PRE-SET.

Resources

Office of Accessibility

Ms. Angie Cooper, Director of Accessibility and Student Inclusion Email:
accessibility@ndm.edu