



Test Accommodations at Monroe County Community College

Some students with disabilities qualify for special test accommodations. A test accommodation is aimed at compensating for a student's specific disability in a manner that will give him or her an equal opportunity to perform on a test as other students have (not an advantage over other students). Our obligation is to "level the playing field" for the student with a disability.

Important questions students ask about Test Accommodations...

Who is eligible for test accommodations?

- ✓ In order to be eligible for a special test accommodation, a student must have on file in the LAL adequate, up to date documentation of his or her disability. This documentation must be in place and judged acceptable by the LAL staff before any test accommodation request will be considered. For detailed information on the guidelines for acceptable documentation, see the "Students with Disabilities" brochure.
- ✓ A test accommodation is based upon the particular information in the student's documentation. For example, a student with a specific learning disability in reading would not be granted extra time on a math calculations test. The amount of extra time granted or other special arrangements are generally based upon the type and severity of the disability, as well as the nature of the test.

Will I have the same accommodations in college as I had in high school?

- ✓ It is very possible that whatever test accommodations you have here at Monroe County Community College will be different than those you had in high school. Or, you might not be eligible for test accommodations in college at all, even though you had such services in high school. High schools often provide services for students that colleges do not, because high schools and colleges operate under different regulations. High schools are bound by the IDEA guidelines, while colleges must operate according to Title II of the Americans with Disabilities Act (1990), The Americans with Disabilities Amendments Act (2008) and Section 504 of the Rehabilitation Act (1973).

How does a student obtain a test accommodation?

- ✓ Normally, each student with a disability meets with a disability counselor in the LAL in advance of each semester. The student's progress and accommodation needs for the semester are discussed and recorded at that time. Appropriate classroom and instructional accommodation needs are implemented promptly. The counselor will review the procedures for requesting test accommodations at the time of this semester "intake" meeting. ***The student will be responsible for initiating test accommodations at least one week before each test.***
- ✓ The student should plan ahead for test accommodations! Test dates are usually specified in the class syllabus provided by the instructor. Neither the instructor nor the LAL will remind a student of the need for a test accommodation. It is up to the student to use information provided by the instructor to make test accommodation requests

Instructors do sometimes change test dates, and the student is held responsible for knowing about these changes. Listen in class for any changes in test dates announced by the instructor!

In order to make test accommodation requests, the student will need a college email address to which the LAL staff can reply.

- ✓ For each test the student needs to be accommodated, follow the instruction provided by the LAL for access to the LAL Test Accommodation Request Form (which is found on the Monroe County Community College Web Site). This simple request procedure allows the LAL Disability Services Staff to receive and quickly acknowledge the accommodation requests. It also ensures that both the student and the LAL have an accurate record of the test accommodation requests. Students who are eligible for test accommodations find this procedure a convenient way of requesting test accommodations. It is easy to use with very little practice. If there are any questions about how to use this e-mail request system, please make an appointment with an LAL Counselor. The counselor will explain – and show – how to use the system to make test accommodation requests.
- ✓ **Late Notice Tests:** One week is needed to insure that a test accommodation can be provided. With less than a week notice the LAL may not be able to honor the request for an accommodation. If the instructor has given short notice, making it impossible for the student to give the LAL appropriate notice, it is important that the student notifies the LAL immediately! Use the same LAL email Test Accommodation Request form located on the MCCC Web Site. Explain under the "Comments" section that the instructor has given short notice. We will be in contact with the instructor to verify the information you have provided and attempt to work out the request.

- ✓ Once a student makes a request for a test accommodation by email, the LAL counselor determines whether the student's documentation on file supports the request. If the request is to be honored by the LAL, a counselor will begin the process of gathering information and making decisions about test conditions and arrangements. LAL staff members may communicate with either the student or the instructor more than once. The student will be informed of the specific arrangements, day, and time of the test by email. If the student does not receive receipt email of the request, call the **LAL at (734)384-4167**.

What should I do if I want to change a test accommodation?

- ✓ **Once all arrangements have been made, the student will take the test under the specific conditions, and at the specific time, arranged by the LAL.** The student is not allowed to change the site, time, or condition of the test. Just as you would not expect your instructor to change the timing of an exam for your convenience, you should not expect the LAL to do so.
- ✓ Problems involving illness or emergencies are a different matter. The student who feels unable to take the test because of illness or other emergency must contact the instructor. Only the instructor will decide whether the student will be allowed to reschedule the test. You will be subject to the same rules as other students in the class with regard to missed exams. If your instructor gives you permission to reschedule a missed exam, submit another request. Explain under "comments" that this will be a re-scheduled exam. The LAL will re-contact the instructor for confirmation, and then will go through the same steps to reschedule as we did for the original exam.
- ✓ A student who has a problem with test accommodation arrangements must contact the LAL as soon as possible before the next test, so that our staff can address the problem.

Will a LAL staff member help me with the test?

- ✓ A special area will be provided with the test, and will not be disturbed for the duration of the test. No one will assist you in explaining the test questions. No one will answer questions about the test for you. If you have questions about the test, jot down your questions on the test and/or contact your instructor immediately after the test to express your concerns about specific test items.
- ✓ Even if your specific test accommodation involved a "reading", no interpretation of the test will be provided. It will be read to you exactly as it is printed, without explanation. You may ask to have a question repeated, but not explained. The reader will not tell you what words mean.

Why can't a student simply ask the instructor to give the student extra time, or change the test to suit the needs of the student with a disability?

- ✓ The LAL counselors are trained to make accommodation decisions within the framework of applicable laws. MCCC instructors are asked not to set up test accommodations directly with students. They do not have access to the documentation used to make decisions about test accommodations. It is not appropriate for the student or instructors to determine how much time, or other special conditions, should be implemented.

Is the student allowed to talk with the instructor at all about test accommodations?

- ✓ Yes. The student is encouraged to check with the instructor about final arrangements for the test. You may remind the instructor to get the test to the LAL prior to your scheduled test taking time. Also, you may want to ask your instructor when he or she will have the results of your test. Because you are taking the test under special conditions, your instructor may not have the opportunity to grade your test at the same time as those of the other students, and there could be a delay in getting your test results.

In case I forget, does the LAL have supplies for me to use?

- ✓ The LAL will *not* supply you with pens, pencils, scantrons, calculator, scrap paper, etc. You should come prepared to take your test just as you would under regular conditions in the classroom. Bring whatever you will need with you to the testing session. It is your responsibility to know what will be needed. If you have any questions as to what you will need for the test, **ask your instructor** before the day of the exam.

Since I will be taking my test in the LAL, not with my class, will it be o. k. for me to arrive late?

- ✓ The test must be taken exactly at the time it is scheduled. The LAL will have already made an agreement with your instructor, which we must honor. The LAL will have reserved a room for you during a specific time period. So, **if you arrive late, the amount of time you are allotted will be subtracted from the original time allotted for you to take the test.**

Will I be proctored while I take my test?

- ✓ Yes, your test will be monitored, just as it would if you were taking it in the classroom under the observation of your instructor. Unauthorized aids, notes, or other discrepancies will be reported to the instructor. Cheating may result in termination of the test. Testing could also be terminated if you become ill and need to leave the testing site.

What if I have a concern about a test accommodation that has already been set up but not yet taken?

- ✓ Call the LAL Disability Services at **(734) 384-4167** and ask to speak with a LAL counselor. Please do not leave a voice mail, since the counselor might not get it within the time frame needed to address your concerns.

Never assume that the LAL staff knows when your tests are, or that we will initiate test accommodations for you. It is your responsibility to request accommodations for each test!

The LAL will work with you and your instructor to make sure your test accommodation provides you with the same opportunity to succeed as any other student. We want you to do well!

IMPORTANT TIPS WHEN USING TEST ACCOMMODATIONS:

Before the Exam:

- ✓ Request the test accommodation (by email) at least one week before the exam.
- ✓ If the instructor gives you short notice of an exam, use the LAL test request email form. Explain under "comments" what has occurred.
- ✓ Remind your instructor to bring the test to the LAL at least 24 hours before you are to take the test.

Day of the Exam:

- ✓ Know what you are supposed to bring to the exam (paper, scantron, calculator, etc.) The LAL will not provide these. Be on time for testing.

After the Exam:

- ✓ Mark your calendar for your next test accommodation. Plan to send an e-mail request at least a week in advance of the test date.
- ✓ If there has been a problem with the test accommodation arrangements for a test you've taken, make an appointment with an LAL Disability Services counselor immediately to discuss the problem. Or, send an email explaining the problem.



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