

Learning Center Exam Procedures: Faculty Procedure

The Gervais Learning Center is pleased to provide the option of exam accommodation services for Rockhurst University students who are approved by Access Services to receive accommodations. To facilitate the exam process, to maintain confidentiality and test security, and to best serve Rockhurst students and faculty, the following procedures have been established:

- The student contacts the faculty to arrange to take the test at the Learning Center.
- The student makes an appointment to take the test at the Learning Center **at least 24 hours in advance** of the test.
- The faculty member completes the Exam Instruction Form (following page).
- The faculty member delivers the exam and the Exam Instruction Form to an LC staff member **at least four hours in advance** of the test. Exams must be delivered **in person** to the Learning Center or electronically to <learningcenter@rockhurst.edu>.

If the exam does not arrive four hours ahead of time, the faculty member will be responsible for administering the exam.

- The exam is administered and monitored by a Learning Center staff member. Monitoring is conducted through closed circuit television.
- Extended time is based on scheduled class time unless the faculty member states that students in class are provided more or less time to complete the test.
- An Internet accessible computer is available for computer-based exams.
- A word processing/print-only computer is available for students whose accommodation includes completing essay tests on a computer rather than in writing. This computer cannot access the Internet, download, or save to external drives.
- Completed exams are placed in a locked file cabinet for **pickup by the faculty member or designated individual**. Exams may be accessed only by Learning Center Professional Staff members, so in-person pickup must occur between 8:00 a.m. and 4:00 p.m. Monday through Thursday and 8:00 am and 2:30 p.m. on Fridays.

Questions and comments regarding these procedures should be directed to Ann Volin, Ph.D., Learning Center Director, at extension 4813.

Exam Instruction Form

Student fills out this section:

Student Name: _____ Exam date: _____

Faculty Name _____ Exam time: _____

Class: _____ Computer? Yes No

Internet access? Yes No

Instructor fills out this section:

Test delivered to Learning Center on this date: _____

Method: ___ in person/courier ___ electronically

Test will be retrieved **in person** on this date and time: _____

Length of test time for classmates: _____

Please check items that are allowed during the exam:

___ Textbook ___ Notes ___ Handouts ___ Calculator ___ Computer ___ Internet

Other Instructions:

Learning Center Professional Staff Member fills out this section:

Test received by: _____

Accommodation: _____

Time allowed: _____

Test start time: _____

Test completion time: _____

Test was picked up by _____

on (date) _____

at (time) _____

Learning Center Staff Member Signature: _____