

## Learning Center Exam Procedures: Students

The Gervais Learning Center is pleased to provide the option of exam accommodation services for Rockhurst University students who are approved to receive accommodations through Access Services. Students who request such services are expected to make arrangements with faculty members to receive accommodations and to abide by Learning Center policies and procedures regulating these exams.

- Students must make arrangements to take their test in the Learning Center with their faculty member **at least 24 hours** in advance of the scheduled test date. Determine with the faculty member when the exam needs to be taken so that it is close to the exam time for the rest of the class.
- Students must schedule an appointment to take a test in the Learning Center by calling extension 4813 or coming to VA 200 **at least 24 hours in advance** of the scheduled test date in order to ensure that a space is reserved. Tests that are not set up at least 24 hours in advance will not be administered.
- All tests need to be conducted between the hours of 8:00 a.m. and 4:30 p.m. This means a test must be completed by 4:30 p.m. Please check carefully so that your test time, which is often extended, won't interfere with your other class times.
- Students must arrive on time for their appointment. Extended time is counted from the time of the scheduled appointment, even if the student arrives late for the appointment.
- Exams will be returned to the faculty if a student misses an exam appointment.
- Students must show their student ID prior to taking a test.
- Students must leave all personal materials, such as backpacks, purses, cell phones, and iPods, in a secure room outside of the testing room.
- Books, notes, calculators, etc. are allowed only if specified in advance by the faculty.
- Unless it is part of your accommodation, tutors, staff, or friends cannot communicate with you in the testing room.
- All testing is observed via closed circuit television and windows.
- Testing completed via computer is completed on a computer only enabled for word processing and printing unless the test is a Web CT exam.
- Use the restroom before the test begins. Bathroom breaks are discouraged and are only allowed in tests longer than two hours or in emergency situations.
- Completed tests must be returned to a Learning Center staff member rather than to a student worker.
- Students must follow all Learning Center testing procedures and policies.
- Students scheduling exams in the Learning Center will agree in writing to abide by these policies and procedures.

I understand and agree to abide by the Learning Center policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Learning Center Staff Signature

\_\_\_\_\_  
Date