

Western Nevada College
Testing Accommodations for Students with Disabilities

Purpose

To ensure provision of federally mandated testing accommodations for qualified students with disabilities.

Background

Testing accommodations are an exchange between faculty, students with disabilities, and the Disability Support Services (DSS) office. It is the faculty member's responsibility to design appropriate methods to measure student knowledge and its application. It is the student's responsibility to prepare fully for examinations and to inform faculty that certain individual accommodations may be necessary. It is the responsibility of the DSS office to determine the student's eligibility for accommodation and to facilitate appropriate accommodations in consultation with the student and faculty.

Policy

Students must provide required disability documentation to the Disability Support Services office that clearly supports the need for testing accommodations. The DSS Coordinator will evaluate the documentation, determine eligibility for testing accommodations and meet with the student on an individual basis to discuss reasonable and appropriate options. The DSS office arranges and implements testing accommodations for qualified students with disabilities, which may include:

1. extended testing time;
2. use of a reader, scribe, adapted equipment, interpreter, or alternative print format;
3. a private room.

DSS uses a Request for Exam Accommodations form to contact faculty and confirm testing arrangements.

Note: DSS requires a minimum of three (3) working days advance notice for exams that will be taken in the DSS. It is the student's responsibility to notify DSS when they will be taking an exam in the DSS office.

Test Administration Responsibility

If instructors choose to administer tests, quizzes, and exams, they should consult with DSS regarding appropriate accommodations and test administration procedures.

DSS administers academic examinations requiring private rooms, readers, interpreters, scribes, and/or adapted equipment in Disability Support Services. However, DSS may not be able to provide scribes or readers in some technical fields (e.g., foreign language, mathematics, science, computer courses). Consequently, faculty may need to provide personnel to administer these examinations.

Testing Guidelines

To protect the integrity and security of each test, DSS follows these testing administration guidelines:

1. All DSS-administered tests, quizzes, and exam are proctored.
2. The DSS testing coordinator calculates testing time for the student according to the full class period unless otherwise designated by the instructor.
3. Student employees and staff do not administer exams for classes in which they are currently enrolled.
4. Tutors do not administer tests to students whom they are currently tutoring.
5. Note takers do not administer tests for which they are currently taking notes.
6. Generally, students with disabilities take exams at the same time as the rest of the class unless there are time conflicts, in which case an alternate testing time is assigned with the instructor's approval.
7. Authorized DSS test aides assisting with the testing procedure only read and translate materials. They do not interpret, modify, or clarify the questions or responses.
8. Students caught cheating or found cheating during their use of the DSS testing accommodations have their testing materials confiscated immediately. The appropriate faculty member is contacted and informed of the situation. It is the faculty member's responsibility to determine appropriate academic discipline.
9. In-class interpreting services are provided to ensure that the student has access to the instructor's instructions, comments, class discussions, etc. The student's questions and comments are interpreted. Interpreters only interpret between parties and do not attempt to "interpret" the questions for the student. Written test questions are not interpreted into sign language. The student must direct all questions to the test administrator in the classroom and the interpreter interprets between the student and the test administrator.
10. Testing conducted at DSS does not include interpreter services.
11. DSS administers tests from 8:00 a.m. until 5:00 p.m. during regularly scheduled working hours.

Procedures

Qualified Student Responsibilities

1. Register for classes
2. Meet with the DSS Coordinator to:
 - request testing accommodations
 - verify eligibility for services
3. Notify each instructor of the need for testing accommodations and request the instructor's signature on the Request for Exam Accommodations Form.
4. Student should notify the DSS Coordinator
 - at least 3 working days before exams or quizzes (being administered in DSS)
 - seven working days if tests must be converted to an alternative format (e.g., Braille, large print, etc.)
 - at least one week in advance for readers, scribes, or for assistants

 - ten working days before the last day of class for final exams.

Faculty/ Instructor Responsibilities

1. Sign the Request for Exam Accommodations Form and return to DSS office.
2. When dropping off tests to DSS faculty will communicate any special instructions for the exam which will be shared with the student.
3. If test requires alternative print format (e.g., Braille, large print, audio tape), deliver the print materials to DSS a minimum of seven (7) working days before the scheduled test date.
4. Pick up tests from DSS office at the agreed upon time.