

# Whitman College Standards for Use of the Testing Center

## Overview

Whitman College has provided the Academic Resource Center (ARC) to serve students in a variety of ways. One of the purposes of the ARC is to support Whitman students who need alternative testing environments due to a disability. The Testing Center is available only to students who are registered with Disability Support Services (DSS) and who have been approved for testing-related accommodations.

The Testing Center's proctored testing procedures and facilities are designed to fulfill student accommodations and to ensure the integrity of testing.

Testing rooms are monitored, and video cameras are present in the Testing Center, visually recording testers in all testing rooms and carrels. The cameras record video only, not audio.

## Scheduling Testing

Testing Center hours are between 8:00 a.m. and 5 p.m. on Monday through Friday.

Access to testing in the Testing Center requires the following tasks undertaken by staff:

- communicating with the faculty member whose test is being administered;
- obtaining the test;
- scheduling the facility;
- preparing any assistive technology approved as part of the student's accommodations.

In order to allow time for these steps, the first standard listed below requires all proctored testing in the Testing Center to be scheduled a minimum of seventy-two (72) hours, or three (3) days, in advance of the test date in order to ensure access to the testing facilities.

## Standards

The following standards apply to all students using Testing Center services and facilities. Students using the Testing Center facilities are expected to fully comply with these standards. Student Rights and Responsibilities as outlined in the *Student Handbook*, including conduct and the academic integrity policy, also apply while in the Testing Center.

All proctored testing in the Testing Center must be scheduled a minimum of seventy-two (72) hours, or three (3) days, in advance of the test date. Final exams must be scheduled two (2) weeks in advance.

Testing must be scheduled via the Accommodate portal.

Testing must be completed between 8:30 a.m. to 5 p.m. on Monday through Friday.

Testing should be scheduled to overlap with the time your class tests, unless otherwise approved by your instructor.

Testing should not be scheduled so that a student misses one class in order to take a test for another class. If you have a time conflict, you should work with the Testing Coordinator to find a testing time that does not conflict with your other classes.

If your class schedule creates conflicts with times available for scheduling your testing accommodations, you should work with the Testing Coordinator and your professor to create a plan.

Testing length is dependent on the time indicated by your instructor plus any extended time from your accommodations, if applicable.

Students are allowed a fifteen (15)-minute grace period to begin a test at the scheduled time. Students arriving after the fifteen (15)-minute grace period may be redirected to their instructor.

Exams not started within the fifteen (15)-minute grace period may be returned to the instructor.

Students must cancel via the Accommodate portal and/or notify Testing Center and Disability Support Services staff as soon as possible if a test is canceled or rescheduled.

Students in the testing rooms will not be allowed to have any testing-related items other than those specifically required and approved by the instructor.

Students should provide their own test materials, including writing instruments, paper, and a calculator (if allowed).

The Testing Center accepts no responsibility for personal items during testing.

Cell phones are to be turned off and placed in the pocketed wall hanger in the office; exceptions, such as for use of a health-related phone app required for the student's health, must be approved in advance by Disability Support Services staff. Any additional items should be placed in the cubbies.

Students who need to leave the testing room, including for restroom breaks, must notify the ARC staff upon leaving and returning. Students may not take any personal or testing items with them outside the testing area. Testing time continues to be counted during breaks unless a student's accommodations indicate otherwise.

Any violations of these Standards for Use of the Testing Center will result in testing being stopped and the test sent to the instructor. Video recording may be consulted. Video recordings

are kept for thirty (30) days. However, if a student appeals a reported violation of this document's Standards for Use of the Testing Center, the video recording will be retained until the appeal process is complete.

Students failing to follow these standards may be required to meet with Testing Center staff, DSS staff, or the Director of Academic Support Services before further tests can be scheduled.

A second occurrence of violation of these standards may result in losing the option to test in the Testing Center.

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