



SAINT LOUIS UNIVERSITY
MADRID

SLU-Madrid Testing Center

General Policy for Use of Testing Center for Academic Accommodations

Out of Class Testing (OCT) is available for students with an approved exam accommodation by the Center for Accessibility and Disability Resources (CADR). The administration of OCT exam accommodations at the SLU-Madrid Testing will adhere to the following guidelines and procedures.

Requests for use of the Testing Center

1. The OCT will take place in the SLU-Madrid Testing Center in Manresa Hall.
2. Faculty must request a testing space on behalf of their students. All [forms requesting OCT](#) must be completed and submitted at least 1 week prior to the requested date. OCT requests made less than one week before the requested date will not be scheduled and/or may experience a delay in scheduling.
3. **The open hours of the Testing Center change each semester based on student need. In Fall 2024, the Testing Center will be open for Out of Class Testing Tuesdays and Fridays between 9 a.m. and 6 p.m.** Students should arrive at the scheduled time for their examination. Testing rooms are often booked consecutively, thus, students who arrive after the scheduled start time may not be able to take their examinations or may have less time for the exam. These cases will be evaluated on a case-by-case basis by the testing center supervisor.
4. After receipt of the OCT request form, the Testing Center will send a confirmation email to the student and the instructor. **We recommend that the student and instructor verify that the information in the confirmation email is correct for each exam scheduled.** If the student or instructor finds a mistake in the confirmation email, they must notify the Testing Center immediately. If no errors are reported, the Testing Center staff will assume that the information is correct.
5. Students must present a valid SLU-Madrid Student ID at the time of testing. Students who do not present a Student ID will not be permitted to take the exam.
6. Before entering the exam room, students will be required to deposit their personal belongings, including all electronic devices (such as personal computers and tablets, mobile phones, and smartwatches) in a locker and/or with the Testing Center supervisor when a locker is not available.
7. The professor is responsible for providing a copy of the exam before the testing period. The student is responsible for providing the necessary materials, including Student ID, writing instruments, erasers, blue

examination books, calculators, additional calculator batteries, rulers, and laptop chargers (among other items). If the student requires specific equipment (e.g., a laptop without an internet connection), this must be clearly stated on the form requesting OCT. It is strongly recommended that the student and professor agree upon any materials needed prior to submitting the Request Form, since the use of materials not included on the form will not be permitted.

8. Completed tests/exams will be maintained by Testing Center staff in the SLU-Madrid Library. Instructors should pick up their students' exams during regular Library office hours.
9. Breaks during exams will be permitted under the following circumstances:
 - a. When the exam duration exceeds 90 minutes. Students may request to go to the bathroom or get a drink of water. The testing session will not be extended to compensate for the breaktime.
 - b. When the student has been authorized for a **"Stop-the-Clock" (Permitted breaks)** accommodation. (See "Additional Accommodations and Special Testing Needs: Stop-the-Clock" Accommodation)
 - c. During a break, students are not allowed to access their personal belongings. ** (See "Special Circumstances: Medical and Other Accommodations)
 - d. Students will not be allowed breaks when the exam is less than 90 minutes.
 - e. The Testing Center staff/supervisor can determine if taking a break will significantly compromise the integrity of the exam and may restrict breaks as needed to maintain an appropriate testing environment.
10. All students using the Testing Center must adhere to the instructions and procedures provided by the Testing Center staff. Students are expected to behave respectfully towards the Testing Center staff. Disruptive or disrespectful behavior and/or failure to comply with a staff member's instructions may result in suspension of the testing session, loss of use of the Testing Center in the future, and/or report of a conduct violation according to the procedures outlined in the [Student Rights and Responsibilities and Community Standards](#) policy.

Academic Integrity: Applicability

The Center for Accessibility and Disability Resources (CADR) and the Testing Center hold academic integrity to the highest standard and will abide by a programs'/department policy on academic integrity.

1. If a student is caught cheating, or the Testing Center supervisor has reasonable cause to suspect that the student has violated the Academic Integrity Policy, the following procedure will be followed:
 - a. The Testing Center staff will suspend the testing session immediately.
 - b. Paper exam materials will be confiscated and stored as-is in an envelope, which will be sealed and signed across the back. If the exam is online, the staff member will ask the student to submit the exam immediately and will not be permitted to continue the exam.
 - c. The staff member will document the incident and notify immediately the CADR staff member and the course instructor. Any confiscated materials will be given to the instructor, who will then follow the procedures outlined in [SLU's Academic Integrity Policy](#), including appropriate notification and follow-up with the student.
2. Students found to have violated the Academic Integrity Policy by the instructor and Academic Integrity Committee will be the subject of review by CADR. Possible sanctions include forfeiture of use of the Testing Center in the future.

Use of Electronic Devices and Other Materials

Students are not allowed to use any electronic devices in the Testing Center area or while taking an exam, unless authorized by an instructor and/or CADR as part of an approved accommodation. Electronic devices such as personal computers and tablets, mobile phones, smartwatches, and calculators.

1. Students must deposit all electronic devices in a locker and/or with the Testing Center supervisor when one is not available.
2. Students who attempt to use an electronic device during an exam without prior authorization will be subject to immediate suspension of the testing session. The Testing Center staff will consider this to be violation of the Academic Integrity Policy and will follow the reporting procedures outlined IN section II (Academic Integrity Policy as applied to exam sessions).
3. The Testing Center is not responsible for any lost or damaged electronic devices. Any lost or left devices will be returned to the CADR staff.
4. The Testing Center does not provide charging cables, boxes, or batteries.

Additional Accommodations and Special Testing Needs

In addition to out-of-class testing, students may request access to other CADR-approved accommodations. All additional accommodations and special testing needs must be listed on the Request Form prior to the scheduled exam session. Examples of CADR-approved accommodations and special testing needs are:

1. Extended Testing Time: Students with approved time extensions on exams/quizzes (time and a half, double, etc.) should correctly mark the accommodation on the OCT form. The time extension is calculated based on the standard exam time given in class.
 - a. Time extensions, like in-class exams, are not stopped for breaks or filling in answering sheets/scantrons. The time is continuous.
 - b. Students are responsible for monitoring their time. The Testing Center will provide a clock. Testing center staff will stop exams once the time has expired.
2. Stop-the-Clock Accommodation: This accommodation allows students to take breaks during the exam session without losing testing time. Students with this CADR-approved accommodation can extend their exam time to compensate for the break time.
 - a. Students who want to take advantage of this accommodation will need to notify the Testing Center staff before testing begins.
 - b. Students who want to request a break should exit the exam room to obtain permission from the Testing Center staff. All testing materials and exams must remain in the testing room. **Students will not be allowed to access their belongings stored in the office or lockers unless required to do so for medical reasons.**
 - c. The Testing Center staff member will record the time of the break and agree upon a reasonable duration for the break. Testing Center staff may restrict the length of breaks due to scheduling/space needs.

- d. When the break is over, the Testing Center staff member will record the time of return, the duration of the break, and will extend the testing session for the corresponding amount of time.
 - e. Students who exceed the agreed upon time for a break, or who engage in behavior that may cause suspicion of cheating or academic dishonesty may not be permitted to return to the testing session, at the discretion of the Testing Center staff. Excessive breaks may result in restriction of additional breaks, and/or suspension of use of this accommodation.
 - f. Testing Center staff will make every effort to deliver this accommodation in a reasonable, effective way that supports accessibility for students. In those instances in which it is determined that the use of the Stop-the-Clock accommodation is unfeasible or unreasonable given the testing conditions, presents a threat to the integrity of the exam process, or creates undue hardship on the resources of the Testing Center, the Testing Center staff member has the right to restrict the application of the Stop-the-Clock accommodation. In case of restrictions of this accommodation's application, Testing Center staff will consult with CADR to determine the best course of action.
3. Medical/Health Accommodation: Students with a documented medical need or CADR-approved accommodation can access belongings required to meet medical/health needs under the supervision of the Testing Center.
 4. Use of a Memory Aid: This accommodation allows students to use a CADR-approved memory aid during the testing session. The student and instructor must agree upon the approved memory aid. The instructor must submit the memory aid/materials to the Testing Center staff prior to the start of the testing session.
 5. Use of a Reader or Scribe: This accommodation allows students to have a reader or scribe present during the testing session. Testing Center staff may act as a reader or scribe when needed, pending availability.

Readers and/or scribes are permitted to:

- a. Read exam/quiz instructions, questions, and answer choices verbatim as printed on the exam/quiz and repeat as necessary.
- b. Write the answers, word for word, as dictated by the student to the scribe.
- c. Reread any answers selected or written by the student.

Readers and scribes are not permitted to:

- a. Rephrase any words or sentences.
- b. Give hints or suggestions to answer questions or response choices.
- c. Interpret what needs to be scribed.
- d. Give any answers to the student.

Draft: September 10, 2024; Office of the Dean