



EASTERN CONNECTICUT STATE UNIVERSITY

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Office of AccessAbility Services (OAS)

TESTING CENTER ROLES & RESPONSIBILITIES

Students must discuss testing accommodations with their professor in **advance**.

If the professor **cannot** accommodate the student in the classroom, follow the steps below:

1. **Student** initiates test room booking process **one week before** the test.
2. **Student** submits *Test Room Booking* request via Accommodate.
<https://easternct-accommodate.symlicity.com/>
3. **Student** gets an automated email of said request.
(*exam request is NOT approved at this step*)
4. **Faculty** also gets an automated email to review student request.
(*exam request is NOT approved at this step*)
5. **Faculty** logs into Accommodate (*same link as above*) to review request:
 - If **Approved** – Faculty provides exam details and uploads exam materials to Accommodate.
 - If **NOT Approved** – Faculty emails accessability@easternct.edu and student with concern or question.
6. **Once approved by faculty**, OAS gets automated approved status email from Accommodate; **Then OAS can approve** testing appointment request.
7. **Student** and **Faculty** get automated approved status email - (*exam request is **approved** at this step*).

Please review both pages of this document.

Below are important roles, responsibilities, and information for each party involved

Students

- Review testing agreement forms you signed during the intake process (*link to the forms*).
- Important reminders for test day:
 - ✓ Report to OAS Testing Center (Wood Support Services, 201) unless otherwise notified.
 - ✓ Check in at least 5 minutes before your reserved time.
 - ✓ Exams start promptly at 8:30am, 11:00am, & 2:00pm.
 - ✓ Late arrivals forfeit time.
 - ✓ **Please notify OAS and your professor if you no longer plan to take your exam at the OAS Testing Center. This should be done in on email so all parties are aware.**

Faculty:

- If students do not discuss or request a test accommodation in advance, then students intend to take the test with the class without their accommodation(s).
- **Upload all testing materials and enter proctoring instructions in Accommodate.**
- Please use the same email thread correspondence to communicate.
- Please email accessability@easternct.edu for all correspondence.

OAS Testing Center:

- Facilitates testing accommodation requests.
- Provides an alternative reduced distraction location for students to take exams with accommodations, while ensuring an environment that mirrors the classroom experience.
- Upholds academic integrity by securing guidelines and procedures that abide by Eastern's Student Code of Conduct.