

ARO Testing Center

Student Information & Procedures

Purpose of Testing Accommodation

Testing accommodations are intended to provide registered students with disabilities an equal opportunity as their peers to reflect the knowledge they have gained during the particular course of study. Testing accommodations are access not success based. Any questions regarding the testing center and accommodations should be directed to x2391.

Only accommodations that are listed in your "accommodations letter" that is provided to the instructor at the beginning of the semester will be given. Also please know that extended time accommodations are based off the standard administration time that is listed on the test form. **Unlimited time is not a reasonable accommodation unless it is granted to the entire class.** Any clarifications can be directed to x2391.

Ready to Test?

1. **Schedule & Submit Your Test Form** – Test Request forms are available online at www.longwood.edu/accessibility. Forms must be submitted **THREE business days** in advance. If you choose to utilize our space you must take your test at the time scheduled for the course. Any alternate test time must be approved by your instructor and confirmed with ARO staff. Consult the section below for further info.

Submitting Your Test Request

Quick Guide to our Three Day Business Policy

My Test is On...	Submit Form By....
Monday	The Wednesday Before my Test
Tuesday	The Thursday Before my Test
Wednesday	The Friday Before my Test
Thursday	The Monday Before My Test
Friday	The Tuesday Before my Test

2. **Arrive to Accessibility Resources for Exam** – On the day of your test students are expected to arrive 5-10 minutes prior to your test time. This will give students the opportunity to receive instructions and put away any materials not needed for the exam prior to starting. Below are the consequences for arriving late.

Lateness, Illness, No Show, Cancellation, and Rescheduling

- **Lateness** – When you are scheduled to take an exam with ARO, you are expected to report 5-10 minutes prior to your exam. Should you arrive late for your exam, permission to take the test must be given with the Instructors verbal/written permission.
- **Illness** – If you are unable to take an exam due to illness or emergency, please contact your instructor immediately. You are responsible for coordinating with your professor the makeup of any test. If a new time is established then you are responsible for updating ARO staff.

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- **Cancelling an Exam** – Space in the Testing Center is limited. If your exam is rescheduled or you decide not to take it with us, then notify us immediately via email at accessibilityresources@longwood.edu or call 434-395-2391.
- **Rescheduling a Test** – The process for rescheduling an exam includes the following;
 - Coordinating a new time with the Professor.
 - Provide ARO of written notification of the change.
 - Complete a new test request form.

Other Important Notes

- **Academic Misconduct** – Students receiving testing related services are bound to the university honor code. "Failure to comply with ARO and university policies could result in an honor code violation which would be reported to Student Conduct & Integrity." Your instructor will be notified as well of any suspected infraction.
- **Quizzes** – It is the student's responsibility to inform us once a quiz has been scheduled by the instructor. We recognize that quizzes are sometimes scheduled at the spur of the moment. We will work with the student when this happens. Just contact us and we will let you know how to proceed.
- **Belonging & Breaks** – All belongings, including phones and electronic devices, must be placed in the storage lockers. ARO is not responsible for lost or damaged property. The only materials allowed are the ones approved by your Instructor.
- **Materials for Exams** – It will be the responsibility of the student to provide blue books and other specific materials for the test. Accessibility Resources will have a limited supply of resources for students use.
- **Final Exams** – Many of the rules above also apply to Final Exams. But there are some changes, most notably in the testing locations and the process for submitting the final exam test requests. The process for final exams will be communicated to students via email and our website www.longwood.edu/accessibility.

ARO staff is unable to clarify or answer any content-related questions during a test. Students should notify ARO testing staff if they have a question during testing and ARO will make their best effort to contact the Faculty via phone/email. ARO cannot guarantee that a Faculty member will be available while taking a test. If a Faculty member is unavailable, students are encouraged to continue the test and write their question down. These questions will be included with testing materials returned to the Faculty following the test.

Personal care attendants may accompany a student in to the testing location to assist only with activities of daily living and cannot be present while the student is actively completing the test.