

STUDENT ACCESSIBILITY CENTER

TESTING POLICIES & PROCEDURES (STUDENT)

POLICY

Testing accommodations are any modifications made to tests or testing conditions that allow students with disabilities to demonstrate their knowledge, skills and comprehension. Students and Faculty can elect to use the SAC Testing Offices for the implementation of any testing accommodations. They can also elect to implement testing accommodations in the classroom, without directly using the SAC Testing Office.

In order to use these accommodations, students must submit a semester request for accommodations each semester. Once the semester request has been approved, students will be able to schedule their exams in Accommodate. **We encourage all students to check the syllabi for their courses and schedule all quizzes/exams/finals as soon as possible.**

- **Academic Integrity Policy:** The Student Accessibility Center follows the University's **Academic Integrity Guidelines**. SAC will notify faculty members and Deans regarding any students suspected of cheating. Possible sanctions may include receiving an F or 0 on the exam, the course, or more, as determined by the faculty member, Dean, and/or Provost.
- No personal belongings or technology (cell phones, smart watches, headphones etc.) are allowed in the testing room. If you are caught with unapproved devices, it will be considered a violation of the **University's Academic Integrity policy**.
- **Sick/Illness Policy:** Students that are currently dealing with illness (i.e. COVID-19, Flu, Norovirus, etc.) will not be able to test in the SAC office, as it places the SAC staff and other students at risk. Please reach out to your faculty regarding rescheduling the exam, and email us the new date/time at SACTesting@luc.edu.
- **Early Policy:** Students cannot begin an exam more than 15 min before the time they have scheduled without faculty permission, due to Academic Integrity concerns.
- **Late Policy:** Time will not be adjusted for students that arrive late for exams. Students will be able to take the exam with the remainder of their time, or will reach out to their faculty to take the exam in class.

PROCEDURES

- **Law School Students and ABSN-Hybrid (Downers Grove) students must reach out to their Deans regarding testing accommodations. They are not scheduled through SAC.**
- **Students must submit a semester request for accommodations before their accommodations are active.** This request must be submitted every semester, so that our office can notify faculty of accommodations.
- **Students must submit all exam/quiz requests via Accommodate at least 7 days in advance.** Student who attempt to schedule an exam/quiz less than 7 days in advance will need to contact their professor and plan to take the exam in class.
- All exams/quizzes must be scheduled using **Accommodate**; **requests will not be accepted via walk-in, phone call, or email.**
 - Students with extenuating circumstances (recently approved for accommodations, injury, family emergency) can send an email to SACTesting@luc.edu for assistance. Forgetting to schedule is not an extenuating circumstance.
- **Test Room Booking Instructions** (see link for instructions on how to book exams)
- **Regular Semester Exams should be scheduled for the same time/day as the class.**
 - Students are encouraged to consider their extended time accommodations when creating their class schedules.
 - **If students have an evening class (after 5pm) please contact us at sactesting@luc.edu regarding scheduling your exams/quizzes.**
 - With their extended time, if there is a conflict with another course, students must email their faculty (and CC SACTesting@luc.edu) to determine if an alternate time is possible. SAC will follow the student/faculty decision on exam time.
 - Students should discuss any extended time course conflicts with their faculty. SAC will approve the exam time requested. Please reach out to us at SACTesting@luc.edu with any questions.
 - Completed exams/quizzes are uploaded for faculty to access, or made available for faculty to pick-up, within 2 business days.
- **If you are scheduling an exam, quiz or final from a previous semester, you will not be able to do so in Accommodate. Please email us at sactesting@luc.edu regarding scheduling this type of exam or quiz.**

- **Finals FAQ - Fall 2023**: The deadline to schedule final exams is two (2) weeks before the **first day of Finals Week**. This is so we have time to prepare for the hundreds of exams we proctor during Finals Week, and to make sure we have adequate staffing and testing space. (please see the link for frequently asked questions regarding Finals Week.)
 - **Final Exam Booking Instructions** (please see the link for detailed instructions on how to book Final Exams through Accommodate.)
 - **Common Final Exams** (MATH 117, 118, 131, 161 & CHEM 101, 102, 223, 224) must be scheduled at the **Lake Shore Campus** location.
 - **SAC Offices will be open for extended hours during Finals Week to accommodate evening exams: M-F 8am-9pm, and LSC Sat 8am-7pm.**
 - Final Exam retakes scheduled outside of Finals Week will need to be scheduled during our regular office hours M-F 8:30am-5pm.
- **If a student is scheduling an in-person exam, please make sure to let us know if the exam is a) paper exam in-person, b) online exam-in person.** Online-Remote exams are not taken in our office.