

## **Testing Accommodations and Procedures**

What students need to know about testing in Kittredge 204

### **About the KTC**

- The Kittredge Testing Center (KTC), located in Kittredge 204, is designated for accommodation based testing. Here students can receive the extended time approved on their accommodation agreements in a quiet space designed to eliminate distractions and peer pressure.
- All testing cubicles have a computer, headphones, and access to a printer.

### **Scheduling your exam**

- All KTC testers must share their accommodation agreement with their instructors prior to scheduling a KTC exam.
- Exams must be scheduled as close to the class test day and hour as possible.
- All exams must be scheduled 48 hours in advance of the exam. As soon as you are aware of an upcoming exam, schedule your appointment for the KTC. You may want to look at your syllabus and schedule all of your exams at the beginning of the semester.
- To schedule to take your exam:
  - Visit the Office for Students with Disabilities and Deaf Services (OSDDS) office in Donahue 147  
OR call the OSDDS Main Office (413.552.2417)
  - NOTE: Please notify the office staff, at this time, if you have been approved for any additional, specific testing accommodations beyond extended time.
- Office staff will give you an exam confirmation card to share with your instructor and an email will automatically be sent to your HCC email as confirmation and reminding you of this exam date.
- Let your instructor know when you are scheduled, so your instructor can follow the attached instructions to get the exam to the testing center on time, to assure exam availability on the day for which it is scheduled.

### **Day of the exam**

- You must be on time for your exam. If you are late, you will only be given the remainder of your scheduled time.
- You will be asked to show your HCC ID at the KTC.
- You will be instructed to put your backpack, notes, cell phones, and all personal items into a locker before entering the testing area. You cannot take food or beverages into the center. If you need food or a drink during the exam you may take a break to accommodate this.
- If you need to cancel or reschedule, come to DON147 or call 413.552.2417 as soon as possible.

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What faculty need to know:

- Student Accommodation Agreements identify the type of testing support for which your student has been approved. This may include the provision of extra time, a reader or scribe or the equivalent assistive technology, the use of a calculator, or the use of assistive technology. Students take their exams in the Kittredge Testing Center (KTC) located in **Kittredge 204**. This center is designed to provide the technology students need, is distraction-reduced, and allows students to take their approved extended time.
- All testers are closely supervised by professional test administrators.
- Exams are secured and accessible only to KTC staff.
- Students schedule exams through the Office for Students with Disabilities and Deaf Services (OSDDS). They must give 48 hours notice prior to a scheduled exam. The students must also take into consideration the schedule at the KTC, and find a large block of available time in their own course schedule to allow for extended testing time. For that reason, we ask that you be as flexible as possible.
- Students are reminded to inform you of their scheduled exam time, so that you can plan accordingly. It is helpful if the students know whether or not the classroom “testing day” will be used exclusively for testing, or if there will also be an abbreviated lecture, which they will not want to miss.
- Your exam should be sent to the KTC 48 hours prior to the scheduled exam. Your exam, sent through the KTC registration service, assures easy delivery and return. To access this service you must first enroll in Register Blast (<http://www.registerblast.com/holyoke/professor/enroll>). You will then submit exams by returning to <http://www.registerblast.com/holyoke/professor>. If you need assistance with this process please contact Elaine Hebert Dancik @ 413.552.2112 or ehebertdancik@hcc.edu
- When in Register Blast you will see “Upload Submission,” click on this link and complete the form to upload the testing information, instructions, files and notes\* to be submitted to the Testing Center.  
**\*Notes: Be sure to list specific accommodations related to testing for which the student has been approved. Any materials not specified by the instructor or the accommodation agreement will not be allowed. Make sure to also include any access passwords that may be needed and any verbal instructions/notes that you intend to give to the class.**
- Once completed, your exam will be hand delivered to your HCC mailbox.
- In Moodle, online exams can be set up to accommodate extended testing times by resetting the parameters of the time window. If you need assistance with how to arrange extended time testing in the distance-learning format, please contact IT: 413.552.2075.
- Please contact the assigned OSDDS Specialist to assist if you have any concerns or questions.

## **Online Testing Accommodations and Procedures**

### **What Students Need to Know about Online Testing Accommodations:**

- All students requesting extended time on online testing must share their Accommodation Agreement with their online instructors prior to scheduling an extended-time exam
- Students must request resetting of parameters to accommodate online extended testing times from online instructors at least 48hrs PRIOR to the scheduled exam

### **What Faculty Need to Know about Online Testing Accommodations:**

- Student Accommodation Agreements identify the type of testing support for which your student has been approved
- In Moodle, online exams can be set up to accommodate extended testing times by resetting the parameters of the time window. If you (instructors) need assistance with how to arrange extended time testing in the distance-learning format, please contact IT: 413.552.2075
- Please contact the assigned OSDDS Specialist to assist if you have any concerns or questions.