

Testing Accommodation Policy

Lincoln College

Lincoln College is committed to providing testing accommodations required to provide students equal access to College programs and services. There are generally 3 exam options available:

- *Take the exam with the class with appropriate accommodations.*
- *Take the exam with appropriate accommodations at a time and place mutually determined by the student and the instructor.*
- *Schedule exams with appropriate accommodations in the designated Testing Center.*

Exams in the Testing Center

Students should schedule a specific appointment for any exam with the designated Testing Center at least 48 hours in advance. It is the student's responsibility to request the instructor to submit the exam to the Testing Center. The instructor will inform the Testing Center of specific instructions as to time limits and approved aids.

Readers

The following points apply to students who use a reader during exams:

- Readers can be asked to repeat information, so students should feel free to ask.
- Readers will only read what is on the printed page and cannot be asked to clarify or reword statements unless authorized to do so by the instructor.
- Readers need information from the test-taker to be effective. Students should let the reader know their preferences related to reading tone, rate, and volume.

Scribes

The following points apply to students who use a scribe during exams:

- Scribes will write down verbatim what the test-taker dictates. The scribe is not responsible for organizing or paraphrasing thoughts into a final draft.
- Scribes are responsible for spelling and sentence ending punctuation unless those skills are being assessed. Students may direct the scribe for any specific spelling or punctuation within sentences.
- At any time, test-takers will have the opportunity to review what the scribe has written either by reading or having it read aloud.
- If there are corrections, the test-taker is responsible for providing specific directions as to what changes the scribe should make.

Testing Center Procedures

The following points apply to all students using the Testing Center.

- Present a current government or College issued photo ID to the proctor.
- Any electronic device not specifically authorized for the exam must be turned completely off and put away.

- Faculty instructions will be reviewed before the exam begins. Test-takers are responsible for following these instructions at all times.
- All test-takers are responsible for their personal exam materials.
- If exam instructions or conditions are unclear, the test-taker should stop the exam and seek assistance from the test proctor.
- Any suspected evidence of academic impropriety will be documented and reported to the appropriate faculty member.
- If a test is not completed within the instructor's allotted time limit or the student misses a scheduled exam time, all exam materials will be returned to the instructor.
- Students must begin tests with adequate time to finish within Testing Center hours.
- If students arrive late for their appointments or choose to schedule their testing appointment at a time when there is insufficient time to receive the accommodation of extended time, they will need to either reschedule or sign a waiver indicating that they have elected to waive their right to extended time on that exam. Signing the waiver will NOT affect students' right to accommodation on future exams.
- Unless testing accommodations specify that breaks may be taken during the exam, students may not leave the Testing Center and return to complete the exam. If students do leave the Testing Center, the exam will be collected and returned to the instructor.