



The Office Of Student Accessibility Services

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Testing Center Procedures

The Owen Center's Office of Accessibility Services provides test proctoring services to students with approved and documented accommodations. **Due to time, space, and staff constraints, the Owen Center and Accessibility Services are unable to proctor tests for students without documented accommodations.** Students without documented accommodations may arrange alternate testing (early testing, absence testing, make-up tests, etc.) with their instructor or an instructor approved proxy.

Responsibilities

Students:

- Request an appointment for test proctoring by contacting testingcenter@heidelberg.edu or visiting the Owen CTL in-person at least 24-hours/one business day in advance of desired proctoring time, preferably as soon as possible. Include the following information:
 - Instructor's name.
 - Course title and number.
 - Date and Start Time for your appointment. We do not accept start times later than **3:00pm.**
- Report to the Office of Student Accessibility Services, Beeghly Library 103, at the scheduled time. Late arrivals will have that time removed from their available testing time.
- **Note:** although students may bring their personal items with them, they will not be able to access them after their test has begun, and their items will be stored for the duration of the test.

Instructors:

- Submit a completed Testing Center Proctor Instruction Form for each individual test to be proctored by the Owen CTL.
- Tests may be submitted electronically to testingcenter@heidelberg.edu or may be delivered in-person to the Owen CTL, care of Alyssa Kontak. The Owen CTL can

provide Scantron sheets, Blue Books, and scratch paper. Any other materials must be delivered to the Owen CTL before the scheduled exam.

- Completed tests with Scantrons, Blue Books, or materials provided by the instructor that cannot be shredded must be retrieved and signed for in-person Owen CTL. Instructors may choose for tests to be scanned and returned electronically, with the testing materials shredded thereafter. Tests will not be delivered to offices or through campus mail. No exceptions.

Testing Hours

- The Owen CTL is open 8:00 a.m. to 5:00 p.m. Monday-Friday. If proctoring is needed outside of these hours please call 419-448-2484 to discuss options.
- Testing is by appointment only. The last testing of the day must begin no later than 3:00 p.m.
- Prior approval required for all appointments. **No walk-ins will be accepted.**
- **Final exam testing hours follow the University final exam schedule.**

Note: At closing or when the approved testing time limit has been reached, students must submit their test regardless of whether or not it is complete. It is the student's responsibility when scheduling to ensure they give themselves enough time to complete their testing within the above listed hours. Any repercussions for incomplete tests are to be negotiated between the student and their instructor.

For missed exams and no-shows.

- Students must contact the Coordinator of Student Accessibility Services or testingcenter@heidelberg.edu AND their instructor if they need to cancel or reschedule their exam. It is the student's responsibility to obtain permission from their professor prior to rescheduling, and rescheduling exams is at the instructor's discretion.
- A "no-show" is defined as any student who does not attend or arrives more than 20 minutes late for a scheduled exam without prior notification of the instructor and the Coordinator of Student
- Accessibility Services. If the student is late for a disability related reason, the student must communicate directly with the Coordinator of Student Accessibility Services as soon as possible.
- If a student comes to the Owen Center more than 20 minutes after the scheduled exam start time they will be advised to do one of the following:
 - Begin the test. Students who begin the test more than 20 minutes after the scheduled exam start time will waive the time lost due to tardiness; students will be required to sign a waiver indicating the time of arrival and the number of lost minutes. OR
 - Speak with the instructor to request an opportunity to reschedule the exam .