Westminster College Disability Services
Policy and Procedures for Adaptive Testing

Based on the nature and extent of the impact of the documented disability, a student registered with Disability Services (DS) may be granted an adaptive testing accommodation. It is each student’s responsibility to meet with the DS Coordinator early every semester to verify testing needs and arrangements in order to implement this accommodation. Individual testing accommodations may include appropriate extended time, quiet area, reduced distraction, and/or the use of a reader, a scribe, or adaptive devices such as audio recorders, computers, etc.

All students are expected to conform to the Student Disciplinary Code and Academic Honesty policy. These can be found in the current Student Handbook and Academic Catalog. Students are closely monitored during testing to ensure the Academic Honesty policy is being upheld. START Center staff members reserve the right to enter the testing room at their discretion to check suspicious behavior. Students are required to sign an Adaptive Testing Code of Conduct every semester during their accommodations meeting.

PROCEDURES

The student must meet with the Coordinator of Disability Services at the start of each term to request adaptive testing. We review each course individual to see if adaptive testing is appropriate.

Test Scheduling:
- The START Center administers exams according to prearranged instructions from the faculty member and the designated accommodations for each student. The faculty member, student and the START Center agree on specific date(s) and time(s) for each test to be administered.
- The student takes a Test Scheduling Form to the course faculty for each test.
- The student brings the completed Form to the START Center to schedule the test a minimum of 2-3 days in advance. Tests are scheduled only during normal business hours: Monday – Thursday 8:00am to 6:00pm, Friday 8:00am to 5:00pm; Last week of the semester is 8:00am to 8:00pm but tests are only scheduled at 8:00am, noon, and 4:00pm. Tests requests with less than 2 days’ notice will be accommodated to the best of our ability depending on space and exam availability.

Arriving Late:
- The faculty member indicates on the testing form how the START Center proceeds when students are more than 30 minutes late. The START Center allows the student to complete the exam in the scheduled time remaining unless the instructor has indicated otherwise.

No-Show:
- If a student fails to show for a test, the faculty member will be notified of the student’s absence.

Rescheduling A Missed Test:
- It is the student’s responsibility to contact their faculty member and seek permission to reschedule the test.
- The START Center will reschedule the test only after the faculty member notifies us by email, phone, or new testing form.