



**Resource Center for Persons with Disabilities (RCPD)**  
**Michigan State University**  
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## **TESTING ACCOMMODATIONS PROTOCOL AND PRACTICE**

A core expectation at MSU involves faculty control and responsibility for testing in their courses. Students are expected to speak with faculty regarding testing accommodations when they present VISAs. Working collaboratively with the student is the best way to implement testing accommodations. Students must request testing accommodations with reasonable advance notice: RCPD requires 7 days (14 days before a final).

The RCPD maintains a limited number of testing rooms with video monitoring for use when students with disabilities require highly tailored testing arrangements including readers, scribes, assistive technology or are otherwise not able to test in or near the classroom. Given RCPD space limitations and the University's continued goal towards inclusion, students with disabilities will primarily remain in or near the classroom or department for which they are taking an exam.

Often, faculty members have understood presentation of a VISA as evidence that tests should be administered at the RCPD. In an attempt to correct this misperception and to provide guidance to faculty and student alike, RCPD offers the following clarification:

### **How to provide testing accommodations**

- **Extended time:** Student is allotted a specific percentage of additional time on tests/quizzes/exams (i.e. on a 1 hour exam, a student with 25% extended time receives an additional 15 minutes, for a total of 1.25 hours on the exam).
- **Reduced Distraction Seating:** Location where distractions are minimized. This can be facilitated with strategic classroom seating and student provision of distraction reducing aids such as earplugs, or placement into an adjacent room with a small number of other students who require a similar testing environment.
- **Separate Testing Room:** Nature of student's disability may necessitate providing a separate room during testing (i.e. a student may utilize the services of a reader/scribe, sit/stand/move as needed, or use assistive technology). When a reader/scribe is needed, RCPD can send these individuals to a designated room on campus under your supervision (personal office, departmental conference room, etc.).

### **Solutions for Supervising Exams**

- Begin exam before regularly scheduled test time so student finishes at the same time as the class.
- Split extended time by beginning exam early *and* staying later.
- Finish and/or take exam in a departmental office or conference room suitable for testing.
- Be flexible— allow student to take an exam at a different time and/or date if appropriate.
- Check with Classroom Scheduling (517-355-4622) to identify a neighboring classroom without a subsequent arriving class where the test can be administered.
- Allow TAs to proctor exams in separate room for students requiring testing accommodations.