



ACADEMIC LEARNING CENTER

610-921-7662, <academiclearningcenter@alb.edu>

Test/Exam Request Instructions and Policies (fall 2009)

The following steps are required if your accommodations include testing in the Academic Learning Center:

1. If you are taking the test in the ALC, you must first go to the ALC to sign up for a test time slot and to obtain the required Accommodated Test Administration form.
2. At least one week before the exam, complete your section and ask your professor to complete his/her section. Discuss the form with your professor and determine what the test procedure should be. You should always be aware of any special procedures, restrictions or special aids (such as a calculator or in-class notes) for the test when it is administered in the ALC.
3. At least three days before the exam, you (not your professor) must return the completed, signed form to the ALC. Planning and preparation is required on the ALC's part and space or time may be limited. If you fail to follow this procedure, you may negate our ability to provide your accommodation and you may have to reschedule your test, beginning the entire process from step 1.
4. **BE ON TIME FOR YOUR TEST** – if you are more than 15 minutes late, you will forfeit your test time and the exam will be returned to the instructor. YOU will be responsible for the outcome of having missed a scheduled exam.
5. Tests should be scheduled to begin no earlier than 8:00am and be completed no later than 5:00pm. For example, if you need 60 minutes for a test, you should schedule the test for no later than 4:00pm.

YOU ARE RESPONSIBLE FOR:

- Picking up a copy of an Accommodated Test Administration form from the ALC.
- Completing the Student Section of the form.
- Working with your professor to set up a date/time for your test, and asking your professor to complete his/her section of the form.
- Bringing the completed form to the ALC at least three days before the exam.
- Arriving for your test on time – students more than 15 minutes late for a test forfeit the test time; the test will be returned to the instructor.
- Calling both the ALC and your professor for any test that must be rescheduled, and submitting a new Accommodated Test Administration form for the new date/time *as soon as possible*.

YOUR PROFESSOR IS RESPONSIBLE FOR:

- Working with you to schedule an appropriate date and time for the test.
- Completing the entire "Instructor" section of the Accommodated testing Administration form and signing the bottom of this section.
- Making sure to enter standard allotted time and any special procedures, restrictions or special aids for this test (such as calculator or in-class notes)
- **Getting all required test materials to the ALC at least one day before the scheduled test date.**

Tests may be emailed to: academiclearningcenter@albright.edu, may be hand delivered (not by student) between 8:00am and 5:00pm to the ALC (basement of the Administration Building), or may be sent in a sealed envelope through campus mail (please allow 2 days for delivery).

THE ALC IS RESPONSIBLE FOR:

- Providing low distraction exam accommodations and calculating any approved extended time.
- Administering the exam on the scheduled date/time.
- Proctoring and monitoring students during accommodated tests.
- Returning completed exams to the instructor via the method indicated by the professor on the Accommodated Test Administration Form.
- Shredding any exam not taken by a student two weeks after the test date.