

## CCA Testing Center Policy and Procedure

Day	Morning Testing	Lunch (Closed)	Afternoon Testing
Monday	9:00am -12:30pm	12:30pm-1:30pm	1:30pm – 4:30pm
Tuesday	9:00am -12:30pm	12:30pm-1:30pm	1:30pm – 4:30pm
Wednesday	9:00am -12:30pm	12:30pm-1:30pm	1:30pm – 4:30pm
Thursday	9:00am -12:30pm	12:30pm-1:30pm	1:30pm – 4:30pm
Friday	No Testing	No Testing	No Testing

### CCA Testing Center Can:

- Accommodate the students with disabilities who are registered with our office by providing an accessible testing space within the identified testing hours, **by appointment only.**
- Support students in navigating Test Room Bookings.
- Adhere to the test cover sheet instructions provided by the professor, to administer the exam.
- Provide basic technical support and communicate with the professors to troubleshoot the exam when necessary.
- Monitor students to ensure academic integrity.
- Accommodate TEAS and other standardized exams that are 6 hours or less. Students taking standardized exams are required to **arrive at 9:00am**

### CCA Testing Center Cannot:

- Accommodate an exam that is more than 6 hours.
- Provide answers or guidance on exam questions or content.
- Pause your exam unless a student's accommodation is annotated with extra time to allow them to take breaks as needed.
- Accommodate exams if a student arrives over 15 minutes late to a scheduled appointment.
- Accommodate 4-hour + exams after 12:00pm.
- Accommodate TEAS and other standardized exams **after 9:30am.**

### **Student Expectations:**

- Be a registered student with the CCA who receives testing accommodations.
- Book exam no less than 48 hours in advance of the scheduled exam. Same day exam requests will not be honored.
- Coordinate with your professor to schedule your accommodated exam or quiz within the CCA testing hours
- Arrive at the CCA Testing Center at the time of your scheduled appointment and be prepared to show your Coppin ID.
- Stow away your personal belongings, including any phones or smartwatches prior to checking in to your testing appointment.
- Students are responsible for following their professor's instructions and for returning all test materials, including scrap paper to the DSSP test proctor.
- Be respectful of other students who utilize the CCA Testing Center.

### **Professor Expectations:**

- Please direct all communication regarding student testing and other accommodation concerns to Jade Nesbitt, the Student Accessibility Counselor in the Center for Counseling and Accessibility.
  - Jade Nesbitt | 410-951-3940 | [jnesbitt@coppin.edu](mailto:jnesbitt@coppin.edu)
- Professors must log into [Accommodate](#) to complete the testing cover sheet and approve the exam *at least two days before* the exam date.
  - Please be sure check both “pending” and “approved” tabs in [Accommodate](#) to ensure that no exams were missed.
- Codes, modifications, edits, additional instructions, or any communication to the main class about the exam should be shared with the CCA office *at least two days* prior to the exam for timely dissemination.
- If the professor can provide a reduced distraction testing environment for the student, the professor can work with the student to administer the exam in an appropriate location of their choosing.
  - [Reduced Distraction Testing Environment Tips for Professors](#)
  - [Reduced Distraction Testing Environment tips for Students and Professors](#)
- If the class time is outside the testing center hours or availability, the professor is responsible for administering the exam in an appropriate location of their choosing.
- Provide a preferred delivery method of completed paper exams before the day of the exam. If no preferred delivery method is provided, exams will be electronically delivered to the professor once completed for grading.
- Be accessible during exam time to ensure that the student is supported during exam time.