

# UNO STUDENTS WITH TESTING ACCOMMODATIONS RESPONSIBILITIES ACKNOWLEDGEMENT FORM

The UNO Testing Center (TC) is available to students who have testing accommodations as part of their accommodation plan developed through the Accessibility Services Center (ASC). Please observe the following policies and procedures for utilizing the TC for accommodated testing:

## **STUDENT RESPONSIBILITIES**

### **Appointment with Professors:**

1. **During the first week of each semester, students must meet with professors to discuss their accommodation plan and exam arrangements.** Professors will receive your accommodation plan from the ASC.
2. Review each syllabus to find the exam dates and testing formats.
3. Discuss your testing accommodations with each professor and explain any alternate format conversions that will be required.
4. Alternate format conversions should be requested as far in advance as possible to avoid delays in material availability.
5. If you or your professor have questions about alternate format arrangements or need assistance converting exam content, contact the ASC

### **Scheduling an Appointment with the TC:**

1. The TC will administer exams only when an **appointment has been properly scheduled by the student.** You may make an appointment by calling (402.554.4800), emailing ([unotestingcenter@unomaha.edu](mailto:unotestingcenter@unomaha.edu)), or in person (522 Kayser Hall) during TC office hours. The TC will receive a copy of the accommodation plan from the ASC.
2. Based on the class syllabus, schedule the time(s), date(s), and appropriate allotment of time for each exam with the TC. **All exams must be scheduled with the TC at least 5 days in advance of the examination date.**
3. **All exams are to be scheduled as close to the same day and time that the rest of the class is scheduled to take the exam.** If a conflict arises in scheduling a time to take a test, check with the professor to see when he/she will allow the exam to be taken.
4. It is strongly recommended that you schedule the **entire semester's exams** in advance after discussing accommodations with your professors. It is also recommended that you review the testing accommodations with the TC. **If you want to modify your accommodation plan, all changes must be made with the ASC, not the TC.**
5. If you have Extended Time as an accommodation, you must schedule for the full extended time, even if you think you will not use it.
6. Contact the TC at least 24 hours in advance to confirm your exam accommodations, exam date, exam time, and if testing materials have been delivered. **The TC does not contact professors to request testing materials. The TC does not contact students with the status of scheduled exams.**

### **Canceling an Appointment with the TC:**

1. When canceling an appointment, **notify the TC and the professor immediately.** The professor may need to give the TC permission to reschedule the exam.

### Attending an Appointment at the TC:

1. Arrive on time. If you arrive more than 15 minutes late, you will be marked as a “no show”. If you want to reschedule your exam, your professor will have to approve it.
2. Bring valid photo identification. A UNO MavCard is preferred.
3. Store personal items in a TC locker during your exam. Electronic devices are not allowed in the TC unless specifically permitted by your accommodation plan. You may be scanned with a metal detector wand prior to entering the testing room.
4. Food and drink are not allowed in the TC unless specifically permitted by your accommodation plan.
5. Exam sessions are electronically monitored and recorded on TC Video Surveillance System.
6. All students must abide by the University’s policy on Academic Integrity. TC is required to report any acts of academic dishonesty.

### **PROFESSOR RESPONSIBILITIES**

#### Delivery of exam to the Testing Center:

1. **Professors are responsible for delivery of the examinations to the TC.** The exam must be received by the TC twenty-four hours in advance of the test appointment date and time. The TC does not contact the professor to request exams for students. Exams may be hand delivered by the professor/TA or emailed to the TC at: [unotestingsecure@unomaha.edu](mailto:unotestingsecure@unomaha.edu). The Testing Center **does not administer exams delivered by examinees.**

#### Return of exam to the instructor:

1. **Professors are responsible for picking up the completed exam.** Identification is required for the person who picks up the exam. The TC can send sealed exam to professor via campus mail or it can be scanned and emailed.

### **TESTING CENTER RESPONSIBILITIES**

#### Enforcement of Exam Rules and Regulations:

1. Test proctors will be available to act on behalf of the professor and will supervise the test session. Standard classroom testing regulations will apply. The proctor will provide the student with a brief overview of the exam format if needed. **The proctor will not interpret or answer any questions on or about the exam unless previously approved by the professor.**
2. Interruptions will not be allowed during the exam unless previously approved.
3. The TC is required to report any acts of academic dishonesty or unusual behavior to the professor and ASC.
4. The TC reserves the right to deny testing services for any student who repeatedly fails to comply with the appropriate scheduling responsibilities or testing regulations within one semester.

---

Student’s Acknowledgement/Signature

---

Date

Testing Center  
522 Kayser Hall  
402.554.4800

Accessibility Services Center  
104 H&K  
402.554.2872