



UNO STUDENTS WITH TESTING ACCOMMODATIONS RESPONSIBILITIES ACKNOWLEDGEMENT FORM

The UNO Testing Center (TC) is available for students who require exam accommodations that may not be obtainable in the classroom. Through the TC, in conjunction with students, instructors and with Disability Services, specific testing accommodations can be arranged. If an exam will be taken through the TC, the following guidelines must be followed:

STUDENT RESPONSIBILITIES

Appointment with the Instructor:

- During the first week of each semester, students must meet with professor(s) to discuss their special needs and exam arrangements. Instructors will have received an accommodation request letter from the Disability Services Office.
- In planning exam accommodations, ask the instructor what the exam format(s) will be.

Scheduling an Appointment with the Testing Center (TC):

- The TC will administer exams only when an appointment has been properly scheduled by the student. The TC will have received a copy of the accommodations needed from the Disability Services Office.
- 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).
- All exams are to be scheduled as close to the same day and time as the rest of the class is scheduled to take it. If a conflict arises in scheduling a time to take a test, check with the instructor before scheduling the exams to see when he/she will allow the exam to be taken.
- It is recommended that when the exam is scheduled with the TC to review the testing accommodations that will be required. (Changes in accommodation requests must be made with Disability Services, not the Testing Center).
- Contact the TC one day prior to the exam date to confirm exam date and arrangements.
- The TC does not contact instructors to request testing materials. The TC does not contact students with the status of scheduled exams.

Canceling an Appointment with the Testing Center:

- When canceling an appointment, notify the TC and the instructor immediately. The instructor may need to give the TC permission to reschedule the exam.

INSTRUCTOR RESPONSIBILITIES

Delivery of exam to the Testing Center:

- Instructor(s) are responsible for delivery of the examinations to the TC. (The exam must be received by at the TC twenty-four hours in advance of the test appointment date and time.) The TC does not contact the instructor to request exams for students.
- Exams maybe hand delivered by the instructor/TA or emailed to the TC (note our email has changed: unotestingsecure@unomaha.edu).
- The Testing Center does not administer exams delivered by examinees.

Return of exam to the instructor:

- Instructor(s) 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 instructor via campus mail or it can be scanned and emailed.

TESTING CENTER RESPONSIBILITIES

Enforcement of Exam Rules and Regulations:

- Test proctors will be available to act on behalf of the instructor and will be in charge of the test session. Standard classroom testing regulation will apply. The proctor will provide the student with a brief overview of the exam format and number of questions.
- The proctor will not interpret or answer any questions on or about the exam unless previously approved by the instructor.
- Interruptions will not be allowed during the exam unless previously approved.
- The TC is required to report any acts of academic dishonesty or unusual behavior to the instructor and Disability Services.
- 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

222 Kayser Hall
402.554.4800

Disability Services

111 MBSC
402.554.2872