UNO Testing Center Guidelines

The UNO Testing Center is available for students who require exam accommodations in the classroom. Specific testing accommodations can be made after approval from Disability Services and in conjunction with the student and instructor.

Scheduling Guidelines:

• All exams must be scheduled with the Testing Center 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.

• Schedule the time(s), date(s), and appropriate allotment of time for each exam.

• Contact the Testing Center one day prior to the exam date to confirm exam date and arrangements.

Process for Students

1. Make an Appointment with Instructor

Ask your instructor what the format(s) of the exam will be (multiple choice, essay, etc.) to ensure that you are receiving appropriate accommodations at least one week prior to exam.

2. Schedule an Appointment at the Testing Center

The Testing Center requires documentation of an accommodation prior to setting up a testing date. UNO’s Testing Center is located in the Kayser Hall Room 522. Appointments may be scheduled in person or by calling (402) 554-4800.

3. Remind Instructors of Testing Accommodations

Students are responsible for notifying instructors that they are scheduled to take exams at the Testing Center. It is recommended that you remind instructors one week prior to the exam.

4. If Necessary, Cancel the Appointment with the Testing Center

If you have a conflict or no longer need an appointment with the Testing Center, it is important to cancel your appointment. When canceling an appointment, notify the Testing Center and the instructor immediately. Your instructor must give you permission to reschedule the exam.
Testing Guidelines:

- Students must be on time for the exam. If a student arrives late, or does not inform the instructor of the appointment time, he or she may not be able to test.
- Bring photo ID
- There are no personal items allowed in the testing room.
- Lockers are available to store personal items; including purses, wallets, backpacks, electronic devices, and food or drink (unless it is an approved accommodation). Always check with the Testing Center in advance if you have a question about whether or not an item is allowed in the test room.
- Students are not allowed to deliver or return their own exams.
- The Testing Center does not collect homework, take home tests, or other assignments from students.

Process for Instructors

1. Delivery of Exam to the Testing Center

Instructor(s) are responsible for delivering examinations to the Testing Center twenty-four hours in advance with a Test Cover Sheet (link to sheet) detailing the parameters of the exam. Materials may be delivered in person, e-mailed to unotestingsecure@unomaha.edu, or faxed to (402) 554-3515.

2. Return of Exam to the Instructor

Instructor(s) are responsible for picking up the completed exam. Identification is required when picking up completed exams. As an alternative, the Testing Center can send a sealed exam to the instructor via campus mail, but the Testing Center can assume no responsibility for misdelivery or loss of a mailed exam.

3. Students are not allowed to deliver or return their own exams.
Testing Center Responsibilities

1. Enforcement of Exam Rules and Regulations

   The Testing Center must set and enforce policies and procedures to protect the integrity of exams and to ensure that the administration of exams is fair.

   The proctor will not interpret or answer any questions on or about the exam unless previously approved by the instructor.

2. Interruptions will not be allowed during the exam unless previously approved.

3. Examinees are expected to abide by the University’s policy on Academic Integrity.

   The Testing Center is required to report any acts of academic dishonesty or unusual behavior to the instructor and Disability Services. If academic dishonesty is detected during the exam, the exam will be stopped and returned to the instructor immediately.

4. The Testing Center reserves the right to deny testing services.

   Any student who fails to comply with the appropriate scheduling responsibilities or testing regulations on three occasions within one semester will be denied testing services.

Comments and/or suggestions on these guidelines are welcome and should be directed to the Testing Center Director at unotestingcenter@unomaha.edu or at phone number (402) 554-4800.