ADA Testing Procedures

Student

- Schedule exam using school email on Register Blast at least 48 hours in advance
- Email Professor requesting exam be hand delivered to the Testing Learning Center (TLC)
- Bring Student ID for all testing
- Store belongings and devices in backpacks outside of testing cubicles
- Note prohibited items (cell phones, watches, fitness trackers, books, USB drives, etc.)

Professor

- Hand deliver sealed, hard-copy exam to TLC prior to exam date
- Indicate student and Professor’s name, exam date, and any other instructions (time allowed, aids)
- Designated staff will retrieve and provide signature for completed exam and testing materials at TLC

Testing Learning Center (TLC)

- Provide accommodation(s) in adherence to ADA
- Proctor exams via security camera and/or trained staff
- Notify student with “15-minute finish” warning notice
- Collect and provide to professor completed exam and all testing materials
- Ensure tracking of exams

ADA Office

- Manage ADA requests by collecting and verifying documentation
- Establish accommodation(s)
- Inform pertinent campus community of accommodation(s)
- Troubleshoot special accommodation needs

Other

- Accommodation notifications are emailed to faculty at the start of each semester
- Tutoring services are provided in the lower level of Surbeck (Maverick Room)
- TLC has 2 distraction free testing rooms utilized on a “first come first serve” basis

Questions/Concerns:

Tom Mahon: Tutoring & Testing Coordinator / 394-2428 / Thomas.mahon@sdsmt.edu
Amanda Lopez: Title IX and Disability Services / 394-2533 / Amanda.lopez@sdsmt.edu