ADA Testing Procedures

SOUTH DAKOTA

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SCHOOL OF MINES
& TECHNOLOGY

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