

Effective 10/31/2022

This memo is to inform faculty of the accommodated testing process for students who qualify for testing accommodations in fall 2022. Students with documented disabilities who are identified with Disability Support Services (DSS) may qualify for testing accommodations. Please email Jaimie March, Director of Disability Support Services, marchj@middlesex.mass.edu with questions about DSS accommodations. Students with a DSS Accommodations Form specifying testing accommodations may choose to present a copy of their DSS Accommodations Form to their faculty member. The form will specify that the student qualifies for extended time and that testing will be in a *distraction-reduced environment*.

The recently renamed Student Assessment offices schedule and proctor accommodated exams for these students:

Bedford Enrollment Center, Building 9, Student Assessment, Room 114
Kathrina Gaffron, Student Assessment Coordinator
Abbie Takvorian, Testing Specialist

Lowell Cowan Center, Student Assessment, Room 205
Brittney Moore-Miller, Student Assessment Coordinator
Kathy Downing, Testing Specialist

In order to ensure for appropriate staffing for these exams a set schedule for tests has been established:

Monday	9:00 am, 11:00 am
Tuesday	8:00 am, 9:00am, 11:00 am, 1:00 pm,
Wednesday	8:00 am, 9:00am, 11:00 am, 1:00 pm, 3:00 pm, 4:00pm
Thursday	9:00 am, 11:00 am, 3:00 pm

Students will be required to give a minimum of one week's notice to Student Assessment about an upcoming exam by emailing them at placement@middlesex.mass.edu .

- DSS provides the student with a DSS Accommodations Form that specifies their accommodations
- The student gives their instructor(s) a copy of the DSS Accommodations Form
- The student notifies their instructor(s) each time they intend to use their test-taking accommodations
- The student then emails Student Assessment placement@middlesex.mass.edu with **at least a one week notice** to schedule the exam. *Coming soon – In spring 2023 students will be able to schedule their testing appointment online.*
- Student Assessment will email the student a copy of a Testing Accommodations Form, which the student will deliver or email to the professor
- The professor must either hand-carry or email placement@middlesex.mass.edu the completed Testing Accommodations Form and any additional paper materials by the day before the test

- The faculty member should also check off on the form whether they prefer for the completed test to be emailed to them, whether they will pick it up, or whether they want it interofficed to them
- On exam day, the student arrives at Student Assessment in time for the scheduled start of the exam.
- The test proctor will request that the student provide a photo ID and then take all electronics, books, notebooks etc. from the student before the student enters the exam room
- The Student Assessment staff member will proctor the student throughout the test, following the DSS testing accommodations and the professor's instructions
- Students usually receive time-and-a-half, unless otherwise noted on the Testing Accommodation Form (ex: the student would be given 90 minutes to complete a one-hour exam)
- If, during the exam, it is determined that the student is cheating, the staff member proctoring the exam will stop the test immediately, take the test from the student or stop computer entry and report the incident to the faculty member immediately. The staff member would then follow-up with the instructor.

This may require some flexibility on the part of the faculty member in terms of scheduling test times for a student, based on their class schedule, amount of testing time needed by the student and the Student Assessment schedules. We hope that everyone can work collaboratively with this process and that you reach out to the Student Assessment Coordinators with any questions you might have or assistance that you need.