

Testing Accommodations Procedure



Pine
Technical
College

Revised: 3/2010

Instructor's Responsibilities

- A Disability Services Testing Accommodation Form will be sent to the instructor via memo and mailbox.
- Testing accommodations are for the entire semester.
- Save the form.
- Place the test in a confidential, sealed envelope or folder, and submit it to the mailbox of the Director of the Academic Skills Center (Erin White) by 9 a.m. each day. A minimum of 24 — 48 hours notice for tests is necessary. (You may submit all tests at one time or one at a time.)
- Notify the Academic Skills Center as soon as a quiz has been planned.
- Tests will be administered the day the rest of the class is scheduled unless a proctor is not available, in which case, other arrangements will be made.
- Pop quizzes/tests: As soon as you plan, please give or e-mail a copy of the quiz to the Director of the Academic Skills Center, white@pinetech.edu, prior to other students' testing or quizzing.

Student's Responsibilities

- Reserves the testing room with the Director of the Academic Skills Center, Erin White.
- Takes the test at the same time as other students unless arranged differently.
- Meets with the Disability Services Director to ensure the test process is complete for each test.
- Pop quizzes must be arranged in advance of the student taking the quiz to arrange for a proctor, reader or scribe for the student. Confidentiality about the test and/or quiz will be upheld.

Disability Services Responsibilities

- A memo is sent to the instructor outlining accommodations.
- Arrange for the accommodations.
- Provide trained proctor.
- Provide accommodations as previously set up.
- Disability Services proctor/aid will be hired to provide testing accommodations.
- Students must meet the same standards for program admission and completion as a person without a disability. The accommodation and or modification must not significantly alter the core program requirements, per PTC Policy 232.

Proctor's Responsibilities

- Fill out timesheet and activity provided.
- Follow accommodation plan.
- Deliver finished test to the Director of the Academic Skills Center in provided, labeled envelope to be returned to the instructor's mailbox by the Director of the ASC.



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