



Testing Services Policies and Procedures

The Office of Testing Services is committed to providing timely and secure proctoring services for our campus community. In order to effectively serve the needs of our students and faculty members, we adhere to the following guidelines for implementing test accommodations:

1. The student must be registered with the Office of Disability Services and have the current semester's letter of accommodation on file.
2. Students should notify their instructor(s) in advance of the scheduled exam for which they plan to use an approved testing accommodation. Instructors should communicate to their students how much notice is required. Students should refer to the course syllabus or contact the instructor if uncertain of the instructor's expectations.
3. Identifying an appropriate time for testing is a shared responsibility between the student and the instructor. Generally, we cannot offer the option of taking an exam outside of the scheduled class time without approval from the instructor. Recognizing scheduling conflicts may arise, Testing Services will proctor exams at other times upon notification from the instructor. A phone call or e-mail from the faculty member will suffice as proper notification.
4. All exams must be scheduled in advance of the test time/date. Students may schedule their exam time if they are testing simultaneously with the regularly scheduled class. Students should call 968-0308 or stop by Testing Services to confirm the test time(s).
5. Faculty, or designated staff, is responsible for ensuring the test is delivered to Testing Services. Delivery may be in person, or via e-mail (testingservices@atu.edu). If assistance is needed, please call 479-968-0308.
6. Test Center hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Tests may be scheduled during the following times: Monday - Friday between 8:30 a.m. and 4:30 p.m. If a student schedules and begins an exam near the end of the day, the student will forfeit any remaining time after 5 p.m.
7. Students should arrive on time for their scheduled exam. Students who are unable to make their appointment are expected to notify their instructor and Testing Services as soon as possible.
8. Students must show a valid ID in order to take their test(s).
9. Cell phones, smartwatches, fitness bands/trackers and all devices with recording, internet, or communication capabilities that are 1) not related to approved accommodations through Disability Services; or 2) are not approved prior to the exam by the instructor for purposes of the exam; are prohibited in testing spaces. Lockers are provided for storage of these and other personal items (including but not limited to hats, purses, backpacks, food, and drinks) during testing. This policy is in place to protect the student(s) and the integrity of the testing process and will be strictly enforced. Students may also be asked to remove all loose items from their pockets and place them in storage lockers.



10. Students are not allowed to take books, bookbags/backpacks, notes or any class related material into a testing area unless their instructor has provided written permission on the Testing Agreement of Instructor Request Form. Students wearing hats, caps, or other forms of headwear may be asked to remove the attire during testing unless the headwear is worn for religious reasons or due to a disabling condition.
11. Engaging in misconduct and/or possession of prohibited materials will result in dismissal from the Testing Center and reporting of the incident to the instructor so they can report it to Academic Affairs. Examples of misconduct include, but are not limited to the following:
 - Giving or receiving unauthorized assistance of any kind.
 - Causing a disturbance of any kind.
 - Using any unauthorized aids (electronic devices, books, notes, calculators, computers, websites, etc.).
 - Attempting to take a test for someone else.
 - Failure to follow examination regulations or instruction from Testing Staff.
 - Removing or attempting to remove questions, responses, or materials from the Testing Services Office.
 - Sharing of materials with other examinees.
 - Talking with other examinees during a test.
 - Manipulating test timers in any way is prohibited and will result in collection of the exam.
 - Testing Services staff may grant permission for restroom breaks. Testing time does not pause during restroom breaks. If a student leaves Testing Services for any reason without permission, the exam will be collected. If the student is gone for an unreasonable amount of time, the exam will be collected, sealed, and returned to the instructor.

If you have any questions or concerns about testing accommodations for students registered with the Office of Disability Services please contact our office at 479-968-0302. For questions about standardized testing practices and policies, please contact the Coordinator of Testing Services, KaShema Washington, at testingservices@atu.edu or (479) 968-0308.