

Accommodated Testing

Student Reference Guide



Testing Services

Montana State University | 19 Renne Library | Bozeman, MT

Phone: 406-994-6967 | Email: testing@montana.edu

Website: www.montana.edu/testing/

MSU Testing Services

Montana State University Testing Services provides a wide range of academic and professional exams to students and the public. Our certified testing staff is committed to providing professional support to help meet the educational goals of students and clients who test with us. We constantly strive to maintain compliance with institutional, state, and federal regulations regarding testing protocol, while protecting client confidentiality and information integrity.

Last year MSU Testing Services facilitated ~7,200 exams for 3,209 unique examinees, including over 3,000 midterm/final exams for 331 different MSU courses.

Testing Services is centrally located at **19 Renne Library** on the lower level of the main campus library at Montana State University.

Hours for Accommodated Testing

Fall/Spring Semesters

Office Hours:

Mon – Thurs: 8am – 8pm

Friday: 8am – 5pm

Testing Hours*

Mon – Thurs: 8am-7:30pm

Friday: 8am – 4pm

Summer**

Office Hours:

Monday – Friday

8am – 5pm

Testing Hours*

Monday – Friday

8:30am – 4pm

**Summer hours vary. The office may close early for staff development. **

Testing hours are formulated to allow for all testing and clean up of all testing rooms to be completed by the end of the work day.

A Brief Introduction to Accommodated Testing

To minimize the effect of disability on test and quiz performance, Disability Services authorizes nonstandard testing conditions for qualified students with disabilities. Individual needs of the student, as supported by disability documentation, will be considered when determining appropriate testing accommodations. For more information, visit Disability Services directly or visit their website: <http://www.montana.edu/aycss/disability/>.

Students with authorized testing accommodations through Disability Services will receive a *Blue Card* that allow them to schedule accommodated exams with Testing Services and request accommodation from professors. Students with approved testing accommodations that need to immediately schedule an exam with Testing Services or a professor receive a temporary “white” form to use as proof of authorized accommodation while the *Blue Card* is being processed.

Office of Disability Services

Montana State University
P.O. Box 173960
Bozeman, MT 59717-3960
180 Strand Union Building
Email: drv@montana.edu

Tel: (406) 994-2824
TTY: (406) 994-6701
Fax: (406) 994-3943

Hours:

8:00 AM - 5:00 PM (M-F)

Getting Started with Testing Services

Note: Accommodations are approved and confirmed by Disability Services. Testing Services cannot schedule a student for accommodations without the proper paperwork.

1. Come to the MSU Testing Services office with your *blue card* or temporary approval form.
2. Inform the staff that you would like to use your accommodations for testing and provide your authorized paperwork.
3. You will be asked to complete and sign an agreement that stipulates policies to be followed during use of MSU Testing Services. This agreement will be kept on file for the entirety of your academic career at Montana State University.

Note: Testing Services cannot provide accommodation services beyond those authorized by Disability Services. Challenges such as test anxiety and English as a foreign language do not qualify as disabilities.

Scheduling an Accommodated Exam Online **Using RegisterBlast**

1. Go to www.registerblast.com/montana to schedule an exam with MSU Testing Services.
2. In the “Exam Registration” form, follow the numbered steps. Start by signing in in the upper right.
3. Then select the appropriate exam category* (“Choose a group”- “MSU Academic Exams”).
4. Under “Select Type of MSU Exam” [*Note: This is strictly monitored by staff, please be sure you are selecting the appropriate exam for your circumstances.*]
 - A. “Alternate Time Exam”(\$15): instances in which you were required to miss the class exam time (ex: travel, emergency, illness).

- B. “Online Proctored Exams”(\$10): only for students requiring test proctoring for online classes.
 - C. “Accommodated Exams”: only for Blue Card holding students. You will be required to show your blue card at your designated check-in time.
5. Select a specific course exam under “Choose an exam”. Pay attention to instructor’s names attached to tests.
 6. Choose an available date and time for your exam. *ADA students testing outside of their instructor’s set hours must seek approval from their instructor and Testing Services will schedule the appointment. ADA students missing class for non ADA reasons will be scheduled as Alternate Time Exams and charged the \$15 but will still receive their accommodations.
 7. Provide contact and any additional information.
 8. Enter the Access Code you received when you met with your instructor.
 9. Please be sure to read through the “Exam Acknowledgements” as it provides important information about your exam.
 10. Select “Add to Cart”. If necessary, follow instructions to provide payment online.
 11. Select “Confirm” to finalize your registration.

To Cancel or Reschedule an Appointment

Contact MSU Testing Services directly at 406-994– 6967 or visit www.registerblast.com/montana. You can locate your current exam registrations using your email address.

Taking an Exam with MSU Testing Services

Note: Many students find it helpful to contact Testing Services to confirm their appointment date and time before the day of the exam. Feel free to email, call, or drop by the office.

1. Arrive at MSU Testing Services a few minutes before your scheduled exam time, so that you have plenty of time to secure belongings, check in, and start the exam on time.
2. Lock up any materials unnecessary for your exam. [See the FAQs section on page 11 for Testing Services allowed and prohibited items.]
3. Check in at the podium located down the office's center hallway. You will sign in with your signature and the time.
4. Tell a member of Testing Services staff your name and the name of the course for the exam you plan to take.
5. Testing Services will screen all materials that you may bring into the testing room. Materials must be approved by the course instructor or allowed per the student's accommodations.
6. Your test will be timed by Testing Services. A timer will be started after you are seated for your exam and a staff member will let you know when your time has expired for the exam. *It is ultimately the student's responsibility to keep track of their test time using the clock located in the testing room and to be aware of how much time they have allotted for the exam.*
7. After you complete your exam, clean off your station, return borrowed materials to their place, hand the exam and any notes or scratch paper to a staff member, and sign out before collecting your belongings.
8. A staff member will inform you how the exam will be returned to your instructor. If the return method involves any action on the student's part, the student will be instructed per the course instructor's directions.

(Continued on page 7)

9. Be sure to collect all your belongings before leaving.

Note: Testing Services strives to maintain a calm testing environment for examinees. During certain times of the day/academic year our office is extremely busy and there may be a check-in line. Please arrive on time for your exam; we appreciate your patience and will have you seated with your exam as quickly as possible.

Tips for the Best Possible Testing Experience!

- Tip #1:** Schedule your exams, especially *finals*, plenty of time in advance of the exam date.
- Tip #2:** Inform Testing Services staff of any unexpected change or circumstances (e.g. sickness) that might affect your scheduled appointments.
- Tip #3:** Try to arrive five minutes early for your appointment.
- Tip #4:** If you have any issues or concerns during any part of your testing experience, please do not hesitate to inform a member of Testing Services staff as soon as possible.
- Tip #5:** Do your best to communicate early and often with your professors.

Frequently Asked Questions (FAQs)

Scheduling

- Do I need a *Blue Card Scheduling form* or a *Blue Card*?

Both are needed! Without a *blue card*, you will not be able to procure any accommodations from your professors or Testing Services. We will not schedule you for an exam unless you provide a signed *Blue Card Scheduling form* at least **two days before** the date of the exam.

- What is a *Blue Card Scheduling form* and how do I fill it out?

A *Blue Card Scheduling form* allows students and instructors to document test dates and times for a specific course, so that Testing Services can schedule exam appointments for students. *Blue Card Scheduling forms* can be picked up at the Testing Services office or downloaded from our website:

www.montana.edu/testing.

Students fill out the top half of the form which includes the student's contact information, class testing dates, the class time, the class itself, and your instructor's contact information. Write down all of your testing dates and times for the semester, including your final, on this form. Then, bring the form to your instructor to fill out the bottom half. Once the instructor has signed the *Blue Card Scheduling form*, the form should be returned to the Testing Services office.

Please note: The completed *Blue Card Scheduling form* must be received by Testing Services **at least two days before the first exam date.**

- What happens after I turn in my *Blue Card Scheduling form*?

Exams are scheduled by Testing Services through an online appointment system. You will receive a scheduling confirmation email and a reminder email ~24 hours in advance of your appointment. These emails will include the day and time of your appointment as well as what you are allowed to use during the exam. If you do not receive an email at least 24 hours before your test, please contact Testing Services to confirm your appointment.

- What time will I be scheduled to take my exams?

We typically schedule students to test at the same time as their class. An appointment time may start earlier or later than the class but the majority of the testing time must overlap with the rest of the class.

We schedule exams to finish testing by 7:30pm Monday through Thursday and by 4:00pm on Friday to allow time for cleaning the testing rooms before the end of the day. If your class is testing outside of Testing Services office hours, we will schedule you before your class takes the exam.

- What if I have a conflict and cannot test at the scheduled time?

Talk to us about your conflict. We will give you an *Alternate Testing Time form* which you will need to fill out and take to your instructor. Your instructor must approve the alternate testing time before we can reschedule your exam.

- Can I schedule a next day appointment?

Yes, **if you have a signed *Blue Card Scheduling form***, we give students a one-time pass to schedule a next day appointment. Testing Services is not responsible if the instructor is unable to send the exam due to a last minute request.

- Do you allow walk-in testing or same day appointments?

No. Walk-in testing or same day appointments compromise exam security and do not allow our staff to manage our testing capacity.

Accommodations

- I prefer to keep my disability status to myself. How will you protect my privacy?

Testing Services endeavors to preserve the privacy of all our examinees. Our office is privy only to a student's authorized accommodations listed on their *Blue Card* and any information that the student chooses to self-disclose. Students' accommodations are coded and tracked for scheduling purposes.

- Can I choose not to use all of my exam time?

Legally, we are required to schedule students for all of their accommodated time, whether they use it or not.

If you finish before the scheduled time, you are not required to stay for the duration of the appointment unless you finish the exam before the rest of the class starts the test. (For example, a student with time and a half has a common hour exam whose class tests from 6-7:50pm. This student would get 2 hours and 45 minutes to test with us, and the appointment time is 4:45-7:30pm. Unless the student has permission from an instructor, we would require the student to stay in the testing center without access to a phone or internet until 6:05pm.) *Note: Extended time accommodations cannot be used as "extra" study time.*

- I have test anxiety, can I use Testing Services?

Generally, test anxiety does not qualify as a disability. Visit with Disability Services to discuss qualifying for accommodations. If you do not qualify for accommodations, talk to your professor or the office of Student Success and see if they can help you.

- Will I be charged for an accommodated exam?

There is no charge for accommodated MSU course exams. However, there are charges for make-up exams and proctoring services for MSU online courses regardless of accommodations.

Policies

- What if I decide to take the exam with my class instead of Testing Services?

If you have already scheduled exams for the course with Testing Services, be sure to contact our office before your scheduled exam time to cancel the appointment(s).

If you miss three appointments without contacting us, we will cancel the rest of your appointments. *Students may submit an appeal to Disability Services regarding the cancellation of appointments.*

- What if I miss an appointment because I am sick?

Contact our office before the scheduled exam time or as soon as possible to cancel the appointment.

You may reschedule with our office, but it may be considered a make-up exam with a fee. You will be allowed the use of your accommodations on the exam, but you may need to fill out a separate form and have it approved and signed by your instructor before the exam is rescheduled. *If the reason for a make up exam is accommodation based, students can appeal the fee to Disability Services.*

- Are there clocks in the testing room?

Yes. There is at least one clock in each testing room.

- Where do I store my belongings while I test?

We provide lockers for storage of personal belongings. We ask that you turn your phone off or on silent so that it does not disturb other testers or staff.

- Am I allowed to bring anything into the testing room with me?

You are allowed only what your professors have indicated you are allowed for the exam. **Prohibited items** include: food, drink, any electronics unmentioned by professors, digital watches, or hats in the testing room. We also require that you empty your pockets.

- Why are certain items not allowed in the testing room?

We have these policies to maximize exam security. We also prohibit food and drink in the testing room to minimize distractions and to prevent damage to Testing Services' materials and facility.

- Am I allowed to take medication during my exam?

Yes. We will allow you to keep the medication and some water just outside of the testing room.

- Can I get a drink of water or use the restroom during my exam?

Restroom breaks are based on instructor preferences. You may leave your water bottle outside the testing room during the exam and come out to take a drink.

- Am I allowed to bring my own calculator?

If your instructor has indicated that you are allowed a calculator on the exam, you may bring your own calculator. We will check your calculator and clear the calculator's history to maintain exam security.

- What if I have a question about the exam content while I'm taking an exam?

Let Testing Services' staff know as soon as you believe there are any discrepancies with your exam materials. We will do our best to get in touch with the instructor by phone and/or email while you continue with the exam. Instructors may not respond before your exam is completed in which case a note will be included with the exam. *Testing Services cannot answer questions regarding exam content.*

Notes:

Notes: