

## **TESTING PROCEDURES FOR WVU AT PARKERSBURG STUDENTS WITH DOCUMENTED DISABILITIES**

The Disability Services Center is available for examinations, including final examinations, under the following conditions:

- All requests for proctoring examinations must be forwarded by faculty to Disability Services Personnel in the Disability Services Office, Room 1019, (304) 424-8378. Office hours are currently 8 a.m. to 4 p.m. Testing services at the Jackson County Center are coordinated by the Jackson County Counselor (304) 372-6992.
- An exam date and time will be scheduled by the student for their examination to be proctored in the Disability Services Testing Center. Examinations should be scheduled at least four days in advance.
- The faculty member must deliver the exam to the Disability Services Center before the appointment and must pick the exam up by the following day. Students will not be allowed to bring the exam to the center themselves nor return the exam to the instructor.
- Time limits for the examination are to be communicated by faculty to Disability Services Personnel. Test Delivery Forms will be provided to faculty to submit with their examinations so that special testing can be given.
- The only accommodations provided are those stipulated in the student's accommodation letter.
- Once examinees are in the testing location they are NOT permitted to leave for any purpose longer than an ordinary trip to the restroom.
- At NO time will an examinee be allowed to leave the testing location after completing a portion of the examination and then return at a later time to finish the examination.
- Disability Services personnel will provide security for all testing materials once received by the Center office.
- Examinees admitted only with PHOTO ID unless:
  - A. Accompanied by the instructor
  - B. Personally known by the Center staff
- Observation of cheating behavior will be reported to both the faculty member and examinee.
- Students will be responsible for contacting instructor and testing staff when they are unable to test on scheduled date. Instructors will be informed by testing center staff of examinees not reporting for test appointments.
- A log will be kept by Center personnel on arrival and departure times of one taking test.