

ALTERNATIVE TEST PROCEDURE AND POLICY

As a student registered with the Educational Accessibility Services (EAS) you may need to arrange alternative methods of taking course or institutional examinations. Most students with disabilities can take their course examinations in the usual manner. In fact, we would encourage you to consider yourself just like any other student in your course and, therefore, capable of taking exams along with everyone else.

However, there are some students who would be at a competitive disadvantage if required to take tests under regular classroom conditions. Alternative testing is an option. It is available to those whose disability affects performance on test. Not everyone who registers with EAS is eligible for alternative testing arrangements. The EAS professionals will make that decision.

All examinees are camera monitored by the EAS staff.

- Eligibility for alternative testing is determined by Educational Accessibility Services (EAS) professional staff.
- Students needing assistive technology, a scribe and/or reader or other form of a granted accommodation must also request it at the time of scheduling their exam.
- Students must give their professor/instructor the EAS Test Permit and Test Instruction Sheet and follow through on the procedure by filling out your portion first.
- Students must submit properly completed Test Permit/s to EAS at least one (1) week prior to the scheduled exam dates.
- It is recommended that you place all of the semester's exams, for each class separately, on to one test permit and follow through with an email to your professor a week prior to each scheduled exam to remind them that you are scheduled to sit for the exam in the EAS office and place the date and time in it.
- If you are having difficulty getting cooperation from your professor/instructor, please call or send an email to your EAS counselor to ask for advice.
- Students are not permitted time to study during the scheduled exam session.
- Exams will be administered during the regularly scheduled class exam time when possible.
- Scheduling an exam at EAS for a class meeting other than during EAS business hours, i.e., evenings, Saturday, or off campus, must be approved by your professor / instructor.
- Due to limited amount of space and/or required technical equipment, software programs, readers/scribes, time frame, etc., exams may be rescheduled to a different time or date within the EAS office and only under those circumstances.

- Re-scheduling an exam is the student's responsibility. You are to get in touch with your professor/instructor in order to make arrangements. Under no circumstances can an individual in the EAS office make the decision to allow a student to make up a missed exam without the faculty members permission and / or knowledge.
- EAS expects you to be prompt for your scheduled exams.
- No books, coats, purses, brief cases, school bags are allowed in the immediate area of the examination. Staff will inform you where you may place these items.
- Your student ID is required and will be collected while you are taking an exam in the EAS office.
- No unauthorized aids are allowed during the examination/quiz unless written on the instruction sheet by your instructor.
- No cell phone usage is allowed during an exam/quiz. Cell phones must be turned off.
- Caps / hats are not allowed to be worn during the examinations.
- All classroom expectations will also be enforced in the EAS office.
- Time limits will be enforced. Please check with staff before the exam begins if you are unsure of what those limits are.
- Examinees are not allowed to leave the EAS testing area once you begin an exam.
- If you are late for your exam, you will not be allowed to make up the time that is lost. However, you may choose to speak with your instructor asking to reschedule the exam for a different time. Keep in mind that it is not mandatory on their part to do so. If you choose to take the exam with the lost time, a report will be forwarded to your instructor explaining your lateness and its then up to them to handle the situation.
- Food and drinks are not allowed in the area of the computer or other equipment that is in the examination rooms. If you must bring in something due to your disability or because of the length of time it takes for your exam, please inform the EAS staff who will then ask you to place it on the table behind the equipment.
- If you are caught cheating in any way or using prohibited aids, etc., you will not be able to finish your exam, it will be confiscated and you will be asked to leave the EAS area. A report will be written and sent to your professor/ instructor, at which time it will be up to him/her to handle the situation as they would with any other student.
- In order to comply with the Wayne State University's "Final Exam" week policy, all finals must be completed during the WSU's final exam week. This is done so professors/instructors can submit your grades in a timely manner.
NO EXCEPTIONS.
- Exams must be completed 10 (ten) minutes before EAS closing time.