

MEMORANDUM

TO: Northwestern Health Sciences University Students
with Approved Accommodations

FROM: Emily J. Tweed, Ph.D.
Dean of Student Affairs

RE: Student Affairs Testing Center

DATE: March 30, 2005

We are pleased to announce the completion of the newly constructed accommodations testing area on campus. The Testing Center is located in Room 208 and contains five testing positions, in four rooms. The center will only be used for students with approved accommodations and will not be used for make-up examinations.

For finals, we will be shifting the accommodations testing responsibilities from the Library to Room 208. Lori Hanegraaf will coordinate the scheduling of rooms and the distribution of exams. A security system has been installed for the proctoring of the examinations.

You will still need to update your accommodations request at the beginning of every term with Mark Schader through Lori Hanegraaf. Memos from Mark Schader will continue to be distributed every trimester to notify faculty of the students who have been approved for special testing.

A new requirement for students is that you must complete cover sheets for each examination, which you will give to the faculty member to notify them of the upcoming examination. Examination Cover Sheets can be obtained in the Student Affairs office. The faculty member will then forward the cover sheet with the examination to Lori. Please see the attached handout for the Procedure for Testing in Room 208 and a sample of an Examination Cover Sheet.

Jackie Plum, Coordinator of Enrollment Support Services, is an integral part of our Student Affairs department, and her office has relocated to Room 208 in order to be in closer proximity to the Student Affairs office. She will also be available to assist in testing matters in Lori Hanegraaf's absence.

Please contact me if you have any questions about the Testing Center or the accommodations process.

STUDENT AFFAIRS TESTING CENTER

PROCEDURE FOR TESTING IN ROOM 208

Testing will take place in one of the testing rooms in Room 208. Certain responsibilities are placed on the Student, the Faculty Member and the Administrative Assistant in Student Affairs.

Student Responsibilities

- Students should contact Mark Schader at the beginning of each trimester to update his/her request for special testing accommodations or complete a new request.
- Mark Schader will send a memo to the Student Affairs Administrative Assistant in charge of testing and to the faculty members teaching a student with special testing accommodations.
- Students should reserve a testing room a week before the exam will take place or as soon as he/she knows his/her schedule. To reserve a testing room, students must sign up with Lori Hanegraaf, Administrative Assistant in the Student Affairs office (Room 204).
- Students will provide their own pencil or pen.
- Students will leave all bags, books, hats and coats at the front desk in Room 204 during the test. Books or notes may be taken into the room **ONLY IF THE INSTRUCTOR HAS INDICATED** this may be done.
- Use of restrooms will not be allowed during testing.
- Students will place the test in the drop box in Room 208 immediately after finishing the exam.

Faculty Responsibilities

- Instructors must deliver the exam with a Testing Center Examination Cover Sheet at least 24 hours in advance of the examination to the Administrative Assistant in Student Affairs Office (Room 204).
- Instructor should pick up the examination after the allowed testing period is over on the day of the exam.

Student Affairs Responsibilities

Tests are to be handled only by Student Affairs employees or their designates.

- The Administrative Assistant will store the test in a locked area until the student comes in for testing.
- The Administrative Assistant will escort the student to the room and hand him/her the test.
- After the student places the test in the drop box in Room 208, the Administrative Assistant will store the exam in a locked cabinet until the faculty member picks it up.