

About the Accommodations Testing Center:

The testing center is located in the LITC on Level A, just past the Watkinson Library. There is room for 18 students to take exams at once. The space offers computers without internet connection for students with a typing requirement, and five separate rooms for those requiring reduced distraction testing. When students come to the center for testing, they observe the following procedures:

1. If the proctor does not personally know the student, the student will provide ID
2. The student is told to use restroom before the beginning of the exam
3. The student is told to turn off their cell phone, and to place it in their bag or leave it with the proctor
4. The student leaves their bags and belongings to the side of the room so that they are not within reachable distance
5. Students are told what time they must complete the test
6. No talking is allowed

How to request use of the Testing Center:

If you have students who require accommodations, and you would like them to take their exams at the Testing Center rather than in the regular classroom, please have students request test time through [SARC Online](#) with at least three days' notice for regular exams or quizzes. For final exam requests, students are asked to submit requests two weeks prior to the start of the final exam period. Due to limited space, use of the testing center is not guaranteed, particularly during busy parts of the testing season; priority is given to those who notify earlier. Please note that the testing center cannot accommodate make-up exams due to illness or other reasons for students without approved accommodations.

Faculty must complete a SARC Testing Agreement for courses in which students have notified of accommodations. The Testing Agreement allows SARC to easily access pertinent information regarding the professors' testing policies (i.e. bathroom use and time flexibility), test time allotted, and contact information during tests and exams.