

# STUDENT TESTING POLICY AGREEMENT

For

## DEPARTMENT OF SPECIAL SERVICES

### TEST APPOINTMENTS (Fall & Spring Semesters)

1. An eligible student who wishes to use his/her academic accommodations to test in the Special Services Office and receive up to 50% more time on tests is required to contact the Special Services Department and schedule a test appointment at least two weekdays (48 hours) prior to the test date, except if a test is on a Monday. (Please see Monday test appointment under **ALERT #1** listed on page 2.)
2. A student who does NOT schedule an appointment at least two weekdays prior to the test date, **WILL NOT BE PERMITTED TO TAKE THE TEST IN SPECIAL SERVICES.** Instead, the student will not receive any test accommodations and will be required to take the test with his/her class.
3. A test appointment must be scheduled for the same day and the same time that the class is scheduled to take the test. Please note that a specific day and time must be provided when scheduling a test appointment. An appointment will not be scheduled by the Special Services Department without the specific day and time of when the class is scheduled to take the test.
4. The student is expected to begin his/her test at the same time and on the same day that the class is scheduled to take the test. If a student arrives late to take a test in Special Services, a prorated amount of minutes (total minutes late + the 50% additional minutes that may have been approved for accommodation) will be deducted from the student's allotted test time. Therefore, the actual amount of time that the student has to complete a test will be less than the total amount of time allotted for the test under his/her approved time accommodation.

**EVERY STUDENT IS EXPECTED TO BE PUNCTUAL AND ARRIVE ON TIME!**

## **ALERT #1**

- 1. To schedule a test date that falls on a Monday, the student must schedule an appointment on or before the Friday prior to the Monday test date.**
- 2. Special Services must receive the request by 4 pm on Friday, for a next Monday test. If the test request is received after 4 pm on Friday, Special Services will not provide test accommodations for the following Monday.**
- 3. If a class meets in the evening or on the weekend, an appointment must be scheduled at least two weekdays (48 hours) prior to the test date.**

These rules apply if a student is setting an appointment in person, via telephone, using the electronic test schedule form available on the Special Services webpage, or any other means. (See page 3.) The electronic form can be accessed from the Special Services webpage by selecting: **Student's Test Appointment Form.** (<https://www.rcgc.edu/SpecialServices/Pages/Test-Request-Form.aspx>)

## **STUDENT'S RESPONSIBILITY TO NOTIFY PROFESSOR**

1. Each eligible student, who wishes to use his/her test accommodations and test in Special Services, is responsible for notifying his/her Professor prior to any scheduled test date. ***A student, who wishes to test in Special Services, must inform his/her Professor and request that the Professor submit a copy of the test to the Special Services Office located in the Instructional Center Building, Room# 425A. Please note that the above procedure must be followed for each and every test that the student wishes to take in Special Services.***
2. Although the Department of Special Services, upon request by the student, sends a letter of accommodation to each of the student's Professors, the student is also responsible for requesting to use his/her test accommodations. The student must inform the Professor, as well as schedule a test appointment with the Department of Special Services.

# HOW TO SCHEDULE YOUR TEST/QUIZ

## FROM YOUR COMPUTER TABLET OR SMARTPHONE

### Please follow these steps:

1. Go to the [RCGC Homepage](https://www.rcgc.edu/Pages/Home.aspx) (https://www.rcgc.edu/Pages/Home.aspx)
2. Select [Current Students](https://www.rcgc.edu/Current/Pages/default.aspx) (https://www.rcgc.edu/Current/Pages/default.aspx)  
Located in the center of the horizontal menu that appears on the RCGC Home Page
3. Select [Campus Services](https://www.rcgc.edu/CampusServices/Pages/default.aspx) (https://www.rcgc.edu/CampusServices/Pages/default.aspx)  
Located in the vertical menu on the left side of the screen
4. Select [Special Services](https://www.rcgc.edu/SpecialServices/Pages/default.aspx) (https://www.rcgc.edu/SpecialServices/Pages/default.aspx)  
Located under [Campus Services](#) in the vertical menu on the left side of the screen
5. Select [Student's Test Appointment Form](https://www.rcgc.edu/SpecialServices/Pages/Test-Request-Form.aspx)  
<https://www.rcgc.edu/SpecialServices/Pages/Test-Request-Form.aspx>  
On the Special Services Home Page, move the cursor to the vertical menu on the left side of the screen and select [Student's Test Appointment Form](#)
6. Complete each section of the [Student's Test Appointment Form](https://www.rcgc.edu/SpecialServices/Pages/Test-Request-Form.aspx)  
<https://www.rcgc.edu/SpecialServices/Pages/Test-Request-Form.aspx>  
Provide all specific information requested on the [Student's Test Appointment Form](#) by completing each box before submitting the form.
7. **Submit**

**REMEMBER, remind your Professor to either e-mail your test/quiz to:**

**[SpecialServicesDepartment@rcgc.edu](mailto:SpecialServicesDepartment@rcgc.edu)**

**OR**

**Your Professor is welcome to deliver your test/quiz to:**

**Department of Special Services**

**in the Instructional Center Building, ROOM# 425A**

**856-415-2265**

## FOOD & DRINK

1. The student is not allowed to eat in the test room, unless warranted by an exceptional circumstance and written permission is granted by the Department of Special Services.
2. The student is not allowed to bring a beverage into the test room, unless it is water in a non-glass container. Please note that glass containers or bottles are **NOT** allowed in the test room.

## PERSONAL BELONGINGS

1. When testing, the student is **NOT** allowed to bring any personal belongings into the test room. Personal belongings including, but not limited to, electronic devices, bookbags, backpacks, handbags, hats and coats, etc. are not permitted in the Special Services Test Room.
2. Electronic devices including, but not limited to, smart watches, cell phones, cameras, pagers, headsets, computers or any other electronic or photographic devices, etc. are not allowed in the Special Services Test Room. (Please see **ALERT #2** listed below.)
3. The student is not allowed to wear jackets, coats, bulky sweaters or shirts over his/her regular clothing. Also, the student is not permitted to wear any head coverings including, but not limited to, baseball caps, bandannas, or hats unless warranted by an exceptional circumstance and written permission is granted by the Department of Special Services.

### **ALERT #2**

1. Please note that any such non-compliant behavior will be considered cheating.
2. A Special Services staff member will immediately stop the test and collect the test.
3. The testing session will end at that time.
4. The student's Professor will be notified of the situation.

5. In addition to notifying the student's Professor, the Department of Special Services will also file a complaint with the College's Office of Student Affairs, Code of Student Conduct Compliance.

## MISCONDUCT & CHEATING

1. The test will be taken from the student at that time and the student's test session will end at that time. (Please see **ALERT #3** listed below.)
2. The unfinished test and cheating materials will be given to the student's Professor. The Professor will be informed that the cheating materials were confiscated during the test. (Please see **ALERT #3** listed below.)
3. A student who is caught cheating will lose his/her testing accommodation privileges at Rowan College Gloucester County for six months. (Please see **ALERT #3** listed below.)
4. In addition to notifying the student's Professor, the Department of Special Services will also file a complaint with the College's Office of Student Affairs, Code of Student Conduct Compliance.

### **ALERT #3**

1. Any student who fails to follow proper test procedures or engages in any type of misconduct or cheating in a testing area will result in the test being stopped and the test taker will be required to exit the test room.
2. In addition to notifying the student's Professor, the Department of Special Services will also file a complaint with the College's Office of Student Affairs, Code of Student Conduct Compliance.

If you have additional questions relating to testing policies or procedures, please feel free to drop by the Special Services Office and ask a staff member for clarification, or call the Department of Special Services at (856) 415-2265 and/or e-mail your questions to the [Department of Special Services](mailto:SpecialServicesDepartment@rcgc.edu) (***SpecialServicesDepartment@rcgc.edu***).

# STUDENT TESTING POLICY AGREEMENT

For

## ***DEPARTMENT OF SPECIAL SERVICES***

*By signing this form, you (student) agree to the policy and procedures previously explained, and confirm that you have received a copy of the instructions for scheduling a test using the online electronic form.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student's RCGC A#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's E-Mail Address

(\_\_\_\_\_)\_\_\_\_\_  
Student's Cell Phone Number

\_\_\_\_\_  
Special Services Staff Member Signature

\_\_\_\_\_  
Date