

TESTING POLICY

1. Students seeking SAR Testing Accommodations must be approved through SAR for this accommodation. To schedule a test to be taken with SAR, submit each test accommodation request to Testing Services online at www.gvsu.edu/accessibility a minimum of **5** business days prior to the test date. A hard copy alternative form is required if the **5-day** deadline for the online testing form has been missed. The alternative form can only be obtained from Student Accessibility Resources (SAR) staff and is good only for the date and time agreed upon. *Note: If two alternative forms are used during one semester, testing privileges may be suspended.*
2. All testing requests will be scheduled in one of the following time slots, closest to when the regular class is scheduled to take the test/exam: 8:15 a.m., 10:00 a.m., 1:00pm or 3:00 p.m.
3. It is at the professor's discretion whether your exams are taken with SAR. Professors may accommodate their own exams. NOTE: Any time your professor has agreed to provide you with your testing accommodations, then you will not need to submit any request through SAR. Please give your professors a ten-day advance notice of testing accommodations. If you delay notifying your instructor, s/he may request that you test with the class. *Note: Please be mindful of your professor's time.*
4. **Please arrive on time for all exams.** Testing appointments begin and end at the scheduled time. Arrive at least five minutes prior to the test time. If an individual arrives late, then the testing time will be reduced, and the instructor may be contacted. **PLEASE NOTE:** For downtown exams, if you are more than 15 minutes late without notice, proctors are not obligated to stay beyond that time, and you will either have to reschedule with your instructor's approval or take the exam with your class. When the scheduled test time ends all testing materials, including the completed test, notes and Scantron (if applicable) will be collected promptly. Students cannot retain any testing materials. *For example, if you are scheduled to test from 9:00-11:00 and arrive at 10:00, you will have only 1 hour to test and all testing materials must be turned in at that time. Note: If two late arrivals occur in one semester, testing privileges may be suspended.*
 - **Requests for FINAL EXAM accommodations must be submitted online a minimum of 20 days prior to the test date/the Monday of finals week. Final exam requests during the **Spring/Summer must be submitted 10 days in advance**. Be sure to arrive no less than 10 minutes prior to the scheduled test time. A hard copy alternative form is required if the **20-day** deadline for the online testing form has been missed. The alternative form can only be obtained from Student Accessibility Resources (SAR) staff and is good only for the date and time agreed upon.**
5. **Final Exams will be scheduled in one of the following time slots, closest to the time the regular class is scheduled to take the final exam: 8:00 a.m., 11:00 a.m., or 2:00 p.m.**
6. SAR will not reschedule you for a "missed" test without notification/approval from the professor. The professor is not required to allow you to makeup or reschedule a "missed" test. All reservation requests will be reviewed but cannot be guaranteed. All reservation changes must be completed within 48 hours of an approved reservation. Please notify SAR via email at accesstest@gvsu.edu and cc' your professor, for any submitted request that needs to be cancelled. *Note: If two "missed" tests occur in one semester, testing privileges may be suspended.*
7. **Please plan to use the restroom prior to beginning your exam.** Bathroom breaks are not allowed during exams except for documented accommodations or emergencies. Do not leave the testing area without permission.
8. As a courtesy to the SAR proctors, please wear a mask if you are sick (cough, sneeze, runny nose, or fever). SAR will have masks available for use. Masks must cover your mouth and nose. If you are unable to wear a mask, please notify the SAR testing team at accesstest@gvsu.edu or 616-331-2490 to make alternative testing arrangements.
9. Wireless Bluetooth enabled devices (cell phones, smart watches, headphones, etc.) **must** be left at proctor desk. Purses, book bags, coats, hats, jackets, hoodies and/or scarves are also prohibited *Exceptions will be made for religious attire if requested.*
10. Food is not allowed in the testing room. If a documented medical condition exists which requires food, then it may be consumed outside of the testing room. Please notify the testing staff if accommodations are required. *Beverages are allowed.*
11. SAR Personnel cannot clarify questions on tests.
12. Any form of academic dishonesty will forfeit testing accommodations with SAR for the remainder of the semester or longer and involve a referral to meet with your SAR Advisor. Notice may also be sent to the Dean of Students office.

215 The Blue Connection (CON)
1 Campus Drive
Allendale, MI 49401
www.gvsu.edu/accessibility

OFC: (616) 331-2490
TDD: (616) 331-3270
Fax: (616) 331-3880
E: access@gvsu.edu

13. Our Testing Centers provides a limited distraction environment; however, please note that we cannot guarantee complete silence. Earplugs and white noise machines can be provided to lessen noise distractions.
14. SAR Testing rooms are all under video surveillance.