

## Using the Online Form to Make a Testing Appointment Request

You must be approved for testing accommodations in order to make an appointment for testing, with accommodations, in Academic Services. By testing, we mean timed assessments called tests, exams or quizzes. Before making an appointment, please reach the Accommodated Testing Appointment Instructions on the Disability Resources page of My Cedar Crest.

To make a testing appointment, sign into My Cedar Crest, select Current Students (top menu), select Academic Services (left menu), then select Disability Resources (left menu). At the top right of the Disability Resources page, you will see a section titled "Accommodated Testing Appointment Request". Please read the information in this section, then select "Continue to form." On the next page, please read the information about "Test Accommodations for Students with Disabilities", check the "I Agree" box and select "Continue to form." You will then see the form below.

Your Student ID Number and Name will automatically appear. Please enter a cell phone number so that we can contact you in case there is a last minute issue. Select your semester, such as 2019-2020 Acad Yr – Fall. Your courses for that semester will be listed in the drop-down immediately following the semester field. Choose the course for which you have testing. Enter the date the class is scheduled to take the test/quiz. Enter the time the class is scheduled to take the test/quiz. If you are requesting to take the test/quiz on a different day and/or at a different time, please enter the requested testing date and requested testing time. You will then need to provide an explanation about why you are not taking it on the same day and/or at the same time as the class (use the provided text box). Please indicate whether or not the appointment request is for testing in an online course. If it is, use the textbox provided to explain why you need to take the test/quiz in Academic Services. Under "Equipment Used", mark any specialized equipment you are approved to use for the test/quiz. You must have an approved accommodation for the equipment in order to request it. Once you have completed the request form, click on the "Submit" button. If you make an error, you may cancel the request and start over.

**Academic Services**

- Academic Services
- Advising Resources for Students
- Disability Resources**
- Assistive Technology
- International Student Services
- Tutoring & Support Resources
- Tutors and IAs
- Math Skills Assessment
- Orientation for SAGE Students

**Quick Links**

- Cedar Crest Homepage
- Cedar Crest Online
- Cedar Crest Merit Pages
- Registrar's Office
- Student Financial Services
- College Email Access
- Cedar Crest Course Catalog
- Astra Schedule
- My Cedar Crest Mobile
- Campus Wah Print
- Cedar Crest Bookstore
- Cressman Library
- Course Syllabi
- Resources for Students with Disabilities

**Disability Resources**

**Accommodated Testing Appointment Request**

ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Select Semester: -----Select Semester-----

Course: > Course Drop Down

Scheduled Test/Quiz Date: \_\_\_\_\_

Scheduled Test/Quiz Time: \_\_\_\_\_

REMINDER: All tests must be completed between 8:30 AM and 4:30 PM, Monday through Friday.

Requested Test/Quiz Date: \_\_\_\_\_

Requested Test/Quiz Time: \_\_\_\_\_

If your requested test/quiz appointment date and/or time is different than the scheduled test/quiz time, please explain why:

Is this text/quiz for an on-line course?

\*If yes, please explain why you need to take the test/quiz in Academic Services:

Equipment required for test:

None  Magnifier

Sit/Stand Desk  Computer/Text-to Speech

Computer/Proctortrack  Computer/On-line Test

Other (Specify Below)

Comment:

**Submit** **Cancel**

(continued)

Once you submit your request, a copy of the request is automatically emailed to Academic Services as well as your instructor. This allows Academic Services to schedule your testing space and your instructor to provide the testing materials. We require that students schedule testing with at least 24 business (not counting weekends) hours-notice for this process to run smoothly; otherwise, we may not be able to administer testing. Please note that you should arrive at the Academic Services office (Cressman Library, Rm. 322) at least ten minutes early and be prepared to lock all of your belongings (including cell phones, smart watches, pencil cases/bags, etc.) in a locker.

Students are responsible for following the Honor Code while testing. The 2019-2020 Student Handbook (page 5) provides the following information about the Honor Code:

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the college community.

#### **HONOR CODE PRINCIPLES**

The principles that stand at the center of the honor philosophy include, but are not limited to, the following:

- o We believe in self-governance.
- o We respect the individual ownership of ideas, work and property.
- o We recognize and appreciate others' differences.
- o We have responsibility as individuals within a community to uphold community standards.
- o We will create a just and caring environment by striving to behave with equity and consideration of others.

#### **HONOR CODE PLEDGE**

"We who accept the honor of membership in the Cedar Crest College community recognize our obligation to act, and encourage others to act, with honor.

The honor code exists to promote an atmosphere in which individuals make their own decisions, develop a regard for the system under which they live, and achieve a sense of integrity and judgment in all aspects of their lives.

It is with faith in such a system that I have accepted membership into this community. Representative of such, I hereby pledge to uphold the spirit and the letter of the honor code."

***Please note that as of Fall 2019-2020, Academic Services will be actively video monitoring and recording testing sessions in our testing area. Upon request, instructors may view recorded video to ensure testing integrity.***