

## **Student ADA Testing Center Guidelines**

### **Purpose**

The ADA Testing Center supports students approved for testing accommodations by providing an equitable, distraction-reduced testing environment. These guidelines ensure exams are administered fairly, consistently, and in alignment with course requirements.

### **Scheduling Exams**

- Students should attempt to take exams on the same date and time as the in-class exam whenever possible. Faculty has responsibility to determine when students are to take an exam in the testing center.
- Students are responsible for coordinating with faculty to obtain approval to test in the ADA Testing Center at least three (3) calendar days prior to the scheduled in-class exam.
- The ADA Testing Center primarily administers exams for students with approved testing accommodations. For make-up exams not related to approved accommodations, the student and course instructor are responsible for coordinating approval and exam details. Once approved, the student should schedule a testing appointment with the standard scheduling timelines outlined above.
- To support Testing Center capacity and logistics, exam appointments must be scheduled at least three (3) business days in advance. Late or same-day requests cannot be accommodated.

### **Arrival Expectations**

- Students are required to arrive at the Testing Center by the start time of their scheduled exam appointment.
- Students arriving more than 15 minutes after the scheduled start time may be required to follow up with their instructor to arrange an alternate testing plan.
- Students are responsible for bringing their own laptop for electronic or online exams, unless otherwise arranged.

### **Cancellations & No-Shows**

- Exams must be canceled at least 24 hours in advance, or as soon as possible, by contacting the Testing Center at [testingcenter@nunm.edu](mailto:testingcenter@nunm.edu). Students are responsible for rescheduling exams or making alternative arrangements to take the exam with the course instructor.

### **Exam Integrity**

- Students may not handle, transport, copy, or access exam materials outside of the Testing Center.
- All Testing Center policies and faculty-provided exam instructions must be followed during the exam session.
- Any suspected violation of exam integrity will be reported to the faculty and the Dean of Students.

### **Communication**

- Students must provide a **same-day contact phone number** when scheduling exams in case of unexpected issues. This number will be used **only** for exam-related communication.

### **Questions or Concerns**

Students with questions about testing accommodations or procedures should contact the **Office of Accessibility and Inclusive Engagement** at [access@nunm.edu](mailto:access@nunm.edu) .