

CEDARVILLE UNIVERSITY
Disability Services at The Cove
Student Testing Accommodations Guidelines

As a recipient of Testing Accommodations, it is important for you to understand Disability Services' policies and procedures. Please take time to read and familiarize yourself with the following guidelines for scheduling and taking tests.

1. **Discuss your testing accommodations with each of your professors** to determine how you will be taking your tests, e.g., in class with no accommodations, with the professor providing the accommodations, on WebCT with accommodations, or at The Cove.
2. To schedule tests contact: Mrs. Monica Bowen, Testing Coordinator
Office: 220 CBTS Phone: 937-766-7403
Email: Academic Enrichment Center – The COVE, AEC@cedarville.edu
3. **Give the Testing Coordinator at least 3 working days notice for tests and three weeks notice for final exams.** Early notification makes scheduling easier. **Providing your class syllabi at the beginning of the semester is preferred** to facilitate scheduling. Tests scheduled by professors which do not allow a 3 day notice will be accommodated. However, you must contact the Testing Coordinator immediately.
4. Provide the following information:
 - a. Name of Course, Section, Professor
 - b. Location of Class (Building and Room Number)
 - c. Date and time of exam
 - d. Conflicts which may impact the scheduling of a test
 - e. Cell phone number
5. After receiving the above information, the Testing Coordinator will contact your professor for further details to make appropriate arrangements for scheduling the test.
6. An email notification will be sent to you, your professor, and your proctor (if applicable), with the arrangements in advance of the test. **If you have not received an email within 24 hours of your test, contact Testing Coordinator immediately.**
7. **If the test is canceled or rescheduled**, you should immediately contact the Testing Coordinator as well as your proctor (if applicable). The exam will be rescheduled with information provided by you or your professor.
8. **If you become ill and/or cannot take the test at the scheduled time**, contact the Testing Coordinator, your professor, and your proctor (if applicable). This is your responsibility and a courtesy to the individuals who are providing accommodations to you. Your exam will be rescheduled following instructions from your professor.
9. **If you fail to appear for a test**, you will need to contact your professor with an explanation. The test will not be rescheduled until further notice and instructions are received from your professor.
9. **Come prepared to take the test at the scheduled test time** just as you would in any class. Make every effort to be there a few minutes before the scheduled time.
10. **It is your responsibility to be on time.** If you are late, you will be allowed the remaining allotted time for the test. If there are extenuating circumstances, consideration will be given on a case by case basis.
11. **Academic integrity is a mark of Christian character.** Cheating in any form is a violation of the University Community Covenant. Any violation will be addressed through the procedures established by the Academic Dishonesty Policy. See Student Handbook, Appendix A.

Remember: All email communication for testing should be directed through the Academic Enrichment Center – The Cove, AEC@cedarville.edu.