

GUILFORD COLLEGE

Learning Commons Testing Center Mission Statement

To provide testing accommodations for students registered with the Accessibility Resource Center when professors are unable to provide them within their own departments.

Instructions for Scheduling and Taking a Test with the Learning Commons

1. At least one week prior to scheduling the test, the student and instructor must determine the following information:
 - Test Date (the date test is to be taken)
 - Test Start Time (the time the test will start)
 - Test End Time (the time the test will end) — Please consider any extra time that the student will be allowed to take the test according to their 504 accommodations form submitted to you at the beginning of the semester.
2. Student emails the info above to the Accessibility Resource Center at disabilityresources@guilford.edu along with other information including the class the test is in and the name of the professor.
3. The Accessibility Resource Center contacts the student's professor to obtain the test, as well as a completed Alternative Testing Agreement Form at least 3 business days prior to the student's test date. They will also help professors come up with creative solutions to testing issues that may arise. Please note that if you send us your test electronically, we are only permitted to print in black and white. However, if there is a need to print the test using color ink, please contact us.
4. On the day of the test, students should arrive 10 minutes early to the Learning Commons to take their test at the previously agreed upon time. Students may bring basic writing utensils or a bottle of water into the testing room. Using a computer, the Internet, notes, scrap paper and other items are subject to approval by the instructor and need to be communicated to the Accessibility Resource Center when scheduling the test. Once the test is complete, the Learning Commons staff or Testing Coordinator will email the professor to inform them when the test is ready for pickup.

Please contact Testing Coordinator Rob Young at youngrc@guilford.edu with any questions or concerns about these testing procedures.

ACCESSIBILITY RESOURCE CENTER

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