



WASHINGTON COLLEGE
EST. 1782

POLICY ON TESTING ACCOMMODATIONS

In order to take your exam in the OAS, the following must be on file at least one week before the day of the exam: 1) current ADA/504 Accommodation Letter for the course; and 2) supporting documentation of disability.

- Schedule all extended time tests and exams through the online OAS Proctored Test Scheduling Form at <https://www.washcoll.edu/offices/academic-skills/testing-accommodations.php>.
- This online form must be submitted **AT LEAST ONE WEEK PRIOR** to the scheduled test date.
- Late submission of the online OAS Proctored Test Scheduling Form may result in the re-scheduling of a test or the loss of accommodations for that test.
- All tests and exams (except finals) must be scheduled during regular OAS office hours M-F 8:30-4:30pm.
- The professor will receive an email confirmation of the scheduled test; however it is the student's responsibility to also remind the professor to email the exam to oas_exams@washcoll.edu at least one day prior to the test.
- To cancel an test, email oas_exams@washcoll.edu or call 410-778-7883, if unable to make an test due to an illness, an emergency, or if taking the test in class. The student should also contact the professor immediately. There is no guarantee that the professor will allow a make-up exam. Students are responsible for coordinating the makeup of any missed test or exam with their professor.
- All tests will be taken at the regularly scheduled test time unless the professor agrees to an alternate time. Only the professor can authorize a change in the test time.
- Understand that "extended time" does not mean "unlimited time" or "un-timed" testing. There is a start time and a stop time.
- Arrive at the OAS at the designated time on testing day. Students arriving late will have less time to complete the exam. The "stop time" will not change.
- Leave all personal items in the designated area during testing time. No cell phones, iPhones, mp3 etc. are allowed during testing.
- Eat and take care of other personal needs before or after testing time.
- Complete the exam in one sitting.
- Do not talk to or collude with other students during testing time.
- Adhere to time and a half or double time frame.

If a student is suspected of cheating or found in any violation of the Honor Code while taking an exam at the OAS, the Director will:

- Email the Professor, Associate Dean, and the Honor Board Chair immediately;
- Document and provide evidence of the offense to the professor;
- Suspend all testing privileges in the OAS for the rest of the semester.