

SUNY Ulster

THE LEARNING CENTER

TESTING POLICY FOR STUDENTS

ACCOMMODATIONS (STUDENTS W/ DOCUMENTED DISABILITIES), CONSORTIUM, ONLINE CLASS STUDENTS & MAKE-UP TESTS

Thank you for using the testing services offered by the Learning Center. We are happy to assist you with your educational journey here at SUNY Ulster.

To make your testing experience as easy as possible, here are a few policies with which you should become familiar.

Accommodations testing (students w/ documented disabilities)

- We will proctor scheduled exams for students with accommodations throughout the week during our office hours (8:30 am – 4:30 pm).
- If you are a student who needs special testing accommodations, you must make arrangements with the Learning Center (VAN 247) in person, or email lac@sunyulster.edu or dziombas@sunyulster.edu, or call 845-687-5131/5039 **at least two days in advance**.
- Students who have an accommodation that allows for extended testing time, but have another scheduled class that conflicts with this accommodation, should arrange another test time with the approval of the instructor and the LC staff.

Consortium/Online class testing

- You must make an appointment **at least two days in advance** with the Learning Center (VAN 247) in person, or email lac@sunyulster.edu or dziombas@sunyulster.edu, or call 845-687-5131. Space availability is limited and this allows the LC staff an opportunity to make sure your test has been delivered to the Learning Center.

Make-up testing

- Please be aware of the Learning Center's testing schedule for make-up exams.
- Appointments must be made **at least two days in advance**.

Tuesdays and Wednesdays: 9:00 a.m. – 3:00 p.m.
(All exams must end by 3:00 pm)

Additional policies for testing in the Learning Center

- You will be asked to leave all books, cell phones, PDAs, and notes outside the testing area.
- You will not be allowed to use the LC computers while testing unless use of a computer is part of the accommodation or special instruction from faculty.
- You will be required to leave all completed tests with the LC staff.

(Testing Policy for students continued on next page)

- Students should plan accordingly to have sufficient time to complete all tests.
- Please become aware of the college's policy on academic integrity in the college catalog regarding your responsibility as a student under **Student Academic Honesty**. **Think twice before you cheat; it is not worth jeopardizing your academic future at SUNY Ulster. If caught cheating, a student will lose his/her privilege to take any test in the Learning Center.**
- Please be aware that the Learning Center reserves the right to refuse a seat to a student who has failed to show up for previous appointments, or did not make an appointment, or who repeatedly reschedules appointments. **PLEASE ARRIVE TO YOUR TESTING LOCATION ON TIME OR YOUR TIME LIMIT WILL BE REDUCED.**

Good luck on your exam(s). The staff of the Learning Center is here to assist you.

Updated: July 31, 2014