

## Procedure for Scheduling Proctored Tests for Students with a Documented Disability

The Hundley Center serves as a backup location for students who are in need of a proctored test due to ADA accommodations. When there are unforeseen circumstances or scheduling conflicts between you and the student who requires testing accommodations, then please feel free to contact the Hundley Center at 661.5951 for assistance. Additionally, the Assistant Dean of Students/Career Services office (661.5421) is a final backup testing location in case the Hundley Center is booked. In order for us to promptly arrange for testing, please follow the guidelines below so that students will have a positive testing experience.

Please contact Sharon Drake, Director of the Hundley Center, at 661.5951 or email [sdrake@uu.edu](mailto:sdrake@uu.edu) **at least one week before the exam** to make arrangements. It is especially important to give prior notice if a student requires a reader for the test.

### Please provide the following information:

- Student's Name
- ID#
- Preferred Day of the Exam
- Time Requested for Exam (beginning and end time and total minutes given for accommodation)
- Any special requirements or instructions—computer needed, special test instructions, etc.

### The Day of the Test:

- **Please have the student bring their Union picture ID with them for verification.**
- Please instruct your student to arrive five-ten minutes early for the exam. **This will allow them to relax as well as locate their designated testing room, and allow the director to answer any questions they may have before the exam begins.**
- Encourage students to bring materials they need for the test—ex: scratch paper, pens, pencils, erasers, etc.
- Please have students wear a watch so they can keep track of the time. **The Hundley Center provides a clock but many of the students are sensitive to having something ticking in the room.**
- **NOTE:** Please advise students that **no cell phones** are allowed in the testing room because they can be used for other purposes that could undermine test integrity.

If you have any questions or concerns, please contact Sharon Drake at 661.5951 or by e-mail at [sdrake@uu.edu](mailto:sdrake@uu.edu).

**Thank you for your cooperation!**

**We appreciate your assistance in helping our students with disabilities to have a positive testing experience.**