

Testing Policies and Procedures
Office of Services for Students with Disabilities
SUNY/College at Old Westbury

Introduction

The following policies have been designed to ensure that 1) you receive your accommodations, and 2) the integrity of the examination and the examination procedure are maintained. Please read the following policies carefully, and let us know if you have any questions. We encourage you to review these policies with your professor well in advance of your first exam.

Before the Exam

1. Submit your Testing Accommodations Form and make an appointment at least 5 business/week days before the exam with Ms. Baskin.
2. If you are scheduled to take an exam at the OSSD and then decide to take the exam in the class, *please call our office to cancel before the exam time.*
3. **You are responsible for notifying the OSSD of any change in an exam date or time. A new date and time must be approved by the course instructor.** *The OSSD staff will not contact your professor to reschedule your exam.*
4. All exams are administered by the OSSD during class time. **Any variations must first be approved by the professor and then coordinated with the OSSD.** *You are responsible for arranging the new time.*

On the Day of the Exam

Arrive Early, and Sign In

You should arrive at the OSSD at least 10 minutes before the scheduled start of the exam. You will sign in at the secretary's desk when you arrive, and you will sign out when you are finished.

Storage of Belongings

We recommend that you bring to the exam **only what you need to take the exam.** It is best not to bring any valuables. We will collect your coat, jacket, hat, bags, and all electronic equipment (computers, ipods, iphones, cell phones, PDAs, game machines, etc.). The items you check in will be listed on the examination sign in sheet. Your items will be stored in a locked room.

Lateness

1. Tardiness for an exam at OSSD will result in a phone call to the instructor notifying her/him of the exact time of the student's arrival. The start time will also be noted on the return envelope. Subsequent action by the instructor is dependent upon her/his course policy.
2. If you are more than 15 minutes late for the exam you must discuss with the professor whether or not you can take the exam. If you take the exam at a different time, the professor must then complete a new form to be submitted to the OSSD. ***It is your responsibility to arrange a new time and submit a new form.*** The OSSD is not responsible for rescheduling exams or determining if an exam may be rescheduled.

During the Exam

Breaks

1. You should use the bathroom and take care of other personal needs such as phone calls before the exam.
2. If you need a break, the time will be deducted from your total time. You must use the bathroom nearest the OSSD.
3. If you have to ask the professor a question, you will be escorted to the classroom if a staff member is available.

Academic Integrity

In the event of an incident of academic dishonesty, the exam will be stopped, and all materials will be retrieved. The professor will be notified of the incident.

It is the student's responsibility to discuss the incident with the professor.

From the Catalog

As is the policy of all SUNY institutions, students are expected to maintain the highest standards of honesty in their college work. Any act which attempts to misrepresent to an instructor or College official the academic work of the student or another student, or an act that is intended to alter any record of a student's academic performance by unauthorized means, constitutes academic dishonesty. Cheating, forgery and plagiarism are considered serious offenses and are subject to disciplinary action (SUNY, Old Westbury catalog, 2006-2008, p. 46).

Cheating

From the College webpage:

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. Examples of cheating, although not inclusive, include: unauthorized giving or receiving of information for an examination, paper, laboratory procedure, or computer assignment (file or printout); taking an examination for another student or allowing another student to take an examination for you; altering or attempting to alter a grade either on graded work or in an instructor's records or on any College form or record.

For additional details, see the following page. http://www.oldwestbury.edu/pdf/forms/academic_integrity.pdf

I have read, understand and will abide by the OSSD testing policies.

Signature _____ Date _____