

Learning Access Program Testing Procedures

Scheduling an Appointment:

As soon as you are notified by the professor that a test is scheduled for a particular date, please work with your faculty to complete this form. The Learning Access Program requests 2 business days' notice to adequately accommodate your testing request.

1. Obtain a [Testing Accommodation Scheduling Form](#) online or in the Learning Access Program office, Main Campus J-204.
2. Meet with your professor to identify the date, time and instructions that you will need for the exam. **The professor will need to complete and sign the form and then return it to you either in person or electronically.**
3. Log into the Accommodate portal, select the Testing Room tab, click the New Booking Request, select the course you will be taking the exam, and enter the information that was discussed with your professor.
4. After checking the open availability, select the date and time that you will be taking the exam.
5. Confirm your exam booking by completing the testing appointment form. If you have a digital copy of the completed testing form, please email it to laptesting@stockton.edu. If you have a paper copy, you can deliver it to Main Campus, J-204. Your appointment will **NOT** be confirmed until receipt of this form.
6. Your testing appointment request will be reviewed, and you will receive an email confirmation of your testing appointment booking to your Stockton email.
7. Once the test is scheduled with the Learning Access Program it may not be changed by the student. If you arrive more than 20 minutes late, the professor will be contacted to provide permission for you to start the exam late. If you need to change the date or time of your scheduled testing appointment, you will need written permission from your professor, and this must be sent to laptesting@stockton.edu.

Testing Center Schedule

Monday – Friday 8:30am – 4:30pm

Testing Room Policy:

- Any unexcused lateness may prevent me from taking my exam.
- Personal items, including cell phones, smart watches, ear buds and other unapproved electronic devices, will be secured in a locked box for the duration of the exam. Students are not permitted to have these items on their person and/or in their bag.
- Academic honesty will be upheld while in the testing center. In the event that a student demonstrates academic dishonesty while taking an exam, the exam may be stopped, and a detailed report of the incident will be provided to the instructor.
- Students who do not have an approved accommodation to temporarily leave the testing room may not leave the room during an exam unless their professor has indicated this permission on the testing form.

Thank you for your time and cooperation. This process will help to ensure that accommodations can be provided during your test.

Learning Access Program: Testing Accommodation Scheduling Form

Instructions for Testing Center Scheduling:

Students must discuss the scheduling of exams with their faculty prior to each exam. If a student will be utilizing the testing center, this form must be completed in full by the faculty, with the student, and then given to the student so they can attach it to their testing appointment. *Tests must be scheduled at least 48 hours prior to the start of the exam.*

Course Information:

Student Name _____ Z# _____

Course Name _____ Faculty Name _____

Students testing in the classroom are often able to ask questions or request clarification on exam questions. Please provide contact information so that LAP can contact you should any of these questions arise. Additionally, if any information or clarification is given in the classroom during an exam, faculty should contact LAP at ext. 4988.

Faculty Signature _____ Faculty Cell _____

If a student demonstrates academic dishonesty:

I want the student to end the exam immediately and to be notified via email and phone call _____
(initial here)

The student may continue the exam, but I should be notified via email and phone call _____
(initial here)

How will the test be delivered?

- Professor will drop off to J-204
- Professor will e-mail to laptesting@stockton.edu
- Test is on Blackboard

Will the test require the following?

- Scantron
- Blue book

How will the test be returned?

- Professor will pick up in J-204
- Student will deliver in sealed envelope to Office:
 - ARHU, K-150
 - BUSN, H-118
 - EDUC, J-201
 - GENS, J-105
 - HLTH SCI-215
 - SOBL, H-201
 - NAMS, USC-240
- Student will submit on Blackboard

Requested date(s) of exam (Mon-Fri)	Requested time of exam (8:30am-4:30pm)	Actual time the class receives for exam (minutes)	Does the class have permission to leave the room for breaks		Are exam(s) open books		Are exam(s) open notes		May the class use a calculator		Is scrap paper allowed to be used		Is a computer needed*	
			Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

*If a computer is needed, please indicate what programs will be used _____

For students with an accommodation for a **faculty approved memory prompt, such as an index card or sheet of paper**, please complete the following information. Memory prompts must be reviewed and signed by the faculty in order to be utilized at the time of the exam.

Exam Date(s)	Size of memory prompt	Typed or Written

Additional Information: _____

Official Use Only	Start Time	End Time	Completed Time
Student Name: _____			