New Testing Process for Students with Disabilities for Fall 2021

Below are outlined important changes in procedures for students who have been approved for test-taking accommodations at Middlesex. Starting in Fall, 2021, students with these accommodations (extended time and a distraction-reduced testing environment) will take their tests in the Student Assessment and Placement Centers (Testing Centers).

The Student Assessment and Placement Centers staff will coordinate and proctor accommodated exams. Students requesting to use their testing accommodations can schedule their tests at the following days and times:

- Monday 2:00 pm and 4:00 pm
- Tuesday 9:00 am, 11:00 am, 1:00 pm, 3:00 pm
- Wednesday 9:00 am, 11:00 am, 1:00 pm, 3:00 pm
- Thursday 2:00 pm and 4:00 pm
- Friday 3:00 pm

The Testing Centers are located at:

- Bedford, Enrollment Center, Building 9, EC 114
- Lowell, Cowan Center, 2nd floor, Room 205

**Students will be required to give a minimum of one week’s notice** to the Student Assessment and Placement Center about an upcoming exam. They will contact the Center directly by calling (781) 280-3735, (978) 656-3016 or (978) 656-3337 or emailing them at placement@middlesex.mass.edu. This process should flow like this:

- DSS provides student with approved Accommodation Form
- The student gives their instructor(s) a copy of his/her Accommodation Form
- The student notifies their instructor(s) each time they intend to use their test-taking accommodations
- The student then emails or calls the Testing Center to schedule the exam with them for proctoring
- At that time, the student picks up or asks for electronic copy of a Testing Communication (TC) form, which s/he delivers or emails back to the professor
- The professor completes the Testing Communication Form and returns it either by email at placement@middlesex.mass.edu, interoffice mail or walks over to Testing Center, along with the test, in time for the scheduled exam
- On exam day, the student comes directly to Testing Center for the exam at the scheduled time. Testing Center staff take all electronics, books, notebooks etc. from student before going into the exam space
- Testing Center staff proctor the student, in line with the professor’s instructions (per TC form), and with whatever test-taking accommodations s/he has.
- Testing Center staff returns the completed test via email, or the instructor picks it up — however the professor prefers
- Students receive one and 1/2 times the allotted time, unless otherwise note on the Accommodation Form (e.g., for a one-hour exam, student would be given 90 minutes to complete the exam)
- If, during the exam, it is determined that the student is cheating, Testing Center staff will stop the test immediately, take the test away from the student or stop computer entry, and report the incident to the faculty member immediately. It is up to the instructor to determine the consequences for the cheating offense (e.g., fail the test, retake, etc.)