



University
of Houston
Clear Lake

Alternative Testing Policy and Procedure

These policies and procedures are for all students who are registered with the Accessibility Support Center and are eligible to receive alternative testing accommodations. Please note that test accommodations may be provided by the course instructor, his/her designee, or the Accessibility Support Center (ASC).

Once your accommodation letters have been emailed to your instructors, we encourage you to speak with them about your accommodations. It is your responsibility to remind your instructor of your intent to take a test in our office, and to schedule that appointment. Confirm with you instructor that she/he has completed the alternative testing agreement.

You are encouraged to meet with an Accessibility Support Center staff member to discuss any concerns you may have regarding test-taking accommodations at any time during the semester.

Scheduling a Test

- Testing dates are usually provided on the course syllabus. ASC strongly recommends that you schedule all testing appointments (including finals) at the beginning of the semester.
- You are required to schedule your test at the same time your class is scheduled to take the test. For example, if the class meets on MWF from 8 – 8:50 am, then you will start the test at 8 am.
- The only instances in which you may be allowed to take the test at another day or time are as follows:
 - The extended time you need for your test conflicts with another class, or
 - The class meets outside of ASC operating hours, in which case we will need professor approval as to what day and time you are allowed to take the test.
- Although your professor may send a test to us, it does not mean that you are planning to take the test in our office. You are still required to schedule the test with us. Any student who does not schedule their test with us will be referred to the instructor to take the test with the rest of the class or make other arrangements with the instructor.
- Most tests must be scheduled with ASC at least 3 business days prior to the test date. Finals must be scheduled with us at least 5 business days prior to the test date. Late request guidelines will apply to any test not scheduled during these timeframes.
- If you are taking a test that requires the installation of special software on ASC computers, please try to schedule these tests at least 7 business days prior to the test date so ASC has enough time to coordinate the installation with UCT.

Accessibility Support Center
2700 Bay Area Boulevard
SSCB 1.302
Houston, TX 77058-1002

Phone: 281-283-2648
Fax: 281-283-2624
Email: disability@uhcl.edu
Website: www.uhcl.edu/disability



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Late Requests

If you have submitted a late request for a test, then the ASC will do our best to accommodate you. However, we may not be able to guarantee that we can provide the accommodations due to the timing of the request and/or the availability of space and technology. In some instances, we may not be able to administer your test and you will have to take your test with the rest of the class.

Pop Quizzes

The instructor must email the Accessibility Support Center in the event of a pop quiz as soon as it is planned. The instructor should deliver the quiz immediately to the Accessibility Support Center for administration.

Online Tests

Unless you can show a legitimate reason as to why you are not able to take your tests online for an online course, and that reason is approved by the Accessibility Support Center, you should plan to take your test for an online course somewhere other than the Accessibility Support Center office. The testing rooms are intended for use by students who have tests in face-to-face classes.

Late Arrivals

- You are expected to arrive promptly to the Accessibility Support Center at the time the test is scheduled.
- If you arrive to your test late, you will not be allowed to make up the time that has elapsed. The time that you are allowed is based upon when you are to start the test, not when you arrive.
 - For example, if you have scheduled a 3 hour test (including any accommodated time) and you are 30 minutes late, you will be allowed to test for 2 hours and 30 minutes, not the full 3 hours.
- If you are going to be late, please contact the ASC immediately to let us know.

No Shows

- If you are unable to take your test for any reason, contact your instructor immediately.
- If you do not show for a testing appointment, then the test will be returned the following day to the instructor with a note indicating you did not arrive and take the test.
- Do not contact the ASC to arrange another testing time. You will have to first contact your instructor who will then decide if/when you can take the test at another time.
- If you miss two scheduled testing appointments without notifying the ASC during any one

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semester, you must meet with the Director or designee before you will be allowed to schedule any further tests with our office.

Cancellations

- If for any reason you decide not to take your exam at the Accessibility Support Center, you should cancel your test request in AIM.

Rescheduling

- There is no guarantee that your instructor will permit you to reschedule your test.
- If you need to reschedule your test for any reason, you are responsible for:
 - Speaking with your instructor before attempting to reschedule a test with the ASC.
 - Coordinating the make-up of any missed test with your instructor by obtaining an email that includes the permission to reschedule and the new approved date and time.
 - Scheduling the make-up test with the Accessibility Support Center through AIM. Late request guidelines will apply.
- Please note that we may not be able to guarantee that we can administer the test due to the timing of the request and/or the availability of space or technology.

Academic Integrity

The Accessibility Support Center is committed to maintaining the highest academic integrity standards possible in our testing environment. To meet that goal, please note the following:

- A staff member may come into the testing room at any time to perform a random integrity check.
- Academic dishonesty consists of any action that subverts the stated test instructions to provide an advantage on exams or quizzes. Academic dishonesty can include:
 - Using electronic devices not explicitly allowed per test instructions,
 - Using unauthorized note cards, flashcards, books, or other materials, or
 - Using the computer's internet connection when not permitted.
- For any and all incidents in which the Accessibility Support Center suspects the academic integrity of the test has been compromised, we will take the following steps:
 - The exam will be stopped and the ASC staff will retrieve it and any additional materials from you.
 - ASC staff will notify the instructor
 - ASC staff will write a short summary that describes the observed incident and document all of the items found in your possession.
 - This information will be turned over to your instructor and/or Dean of Students who will then determine any sanctions.

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- Before your next test with the ASC, you will be required to meet with the Director or designee concerning the infraction.
- If you have any questions regarding academic integrity, please ask the Accessibility Support Center staff.

Code Green Announcements

In the event of an emergency situation and/or a Code Green alert, the ASC staff will come into the testing rooms to notify students of the situation and give further instructions.

Scheduling Test through AIM

<https://cascade.accessiblelearning.com/UHCL/>

1. Log into your AIM account.
2. Go to the Alternative Testing tab under My Accommodations.
3. Select your class.
4. Submit “schedule your exam.”
5. Choose the type of test/quiz.
6. Enter the date of the test/quiz.
7. Select the time you will be testing. Remember to schedule your test at the same time your class is scheduled to take the test unless a conflict prohibits you from doing so. The ASC will need written professor approval to approve such requests.
8. Select the services you are requesting for the test.
9. Include any additional notes you believe are necessary for the ASC to know.
10. Submit “Add Exam Request.”