Exam Administration Policy and Procedures

Policies for exams at the Office of Disability Services

The Office for Disability Services (ODS) works to ensure that appropriate testing accommodations are provided for students who are eligible for services and is committed to maintaining the highest academic integrity standards possible in the ODS exam environment. All tests e-mailed or hand carried to the ODS testing area are treated confidentially and stored in a secure location.

Students will be held responsible for following these instructions at all times.

- Leave all class materials and personal items outside of the testing area
- Leave all cell phones, pagers, PDA's and other electronic devices outside the testing area.
- Empty all pockets
- Hats/Caps/Jackets

I. Scheduling Exams in the Counseling Center

- Students are required to provide a WRITTEN schedule of their exams to the ODS Coordinator. This includes completing the Test Accommodation Form in its entirety, having the form signed by the instructor of the course, and submitting the form in a timely manner. Please do not rely on the instructor to turn in the form for the student!
- All exams will be administered at the regularly scheduled date/time of the class, unless other arrangements have been made to take exam at a different time.
- Students are required to give ODS seven (7) days advance notice of all exams, including changes.
- For scheduling purposes, ODS requires extended notice (three weeks in advance) for final exams.

II. Taking Your Exams

- Students are expected to take their exam at the scheduled time. Students are required to present a picture ID (XU ID, valid drivers license, or state ID) prior to being issued their exam.
- Students are allowed to use only those items their instructor has approved for use on the exam.
- Students must supply necessary exam materials, just as they would be expected to do in class. This includes: calculators, pencils, pens, scantrons, etc.
- The ODS staff will monitor breaks and trips to the restroom.
- Students are responsible for following instructions on the exam and will assume any penalties that may result from misunderstandings and misinterpretations.
- No food or drinks are allowed in the testing room, with the exception of water in clear bottles
- Anyone found cheating will be required to surrender his/her exam and the instructor will be notified. The testing room will be monitored on a regular basis.
- You are not permitted to leave the ODS testing area once you have begun your exam (exception is bathroom break within ODS).
- If you are unclear about the exam instructions or conditions, stop the exam and seek assistance from an ODS staff member. The ODS staff member will attempt to contact your professor.
- Faculty instructions on the Test Accommodation Form will be reviewed with you before the exam begins.
Policies Regarding Academic Misconduct

All ODS students must show picture ID to ODS staff when checking in to take an exam. Xavier University ID's, valid driver's licenses, or state ID are acceptable. All ODS exam rooms are now monitored by ODS staff. Any student observed utilizing any unauthorized resource(s) during an exam will be reported to his/her instructor and the University Hearing Committee.

Any unauthorized notes and any scrap paper used during the exam will be copied and returned with the exam to the instructor.

A staff member may come into the exam room at any time to perform a random integrity check.

Any suspected evidence of cheating will be documented by the ODS staff and reported to the appropriate faculty member.

Lateness, Illness, No Show, Cancellation and Final Exams

- You are expected to be at ODS at the time designated on the Test Accommodation Form and approved by your instructor.
- If you arrive late for your exam, you must take the remaining time or reschedule your exam with your instructor.
- There is no guarantee that the instructor will permit a make up exam.
- This policy also applies if you are late due to illness.
- If you are unable to take an exam due to illness or emergency, contact your teacher/instructor immediately.
- You are responsible for coordinating the makeup of any missed exam or quiz with your instructor.

No Show

- If you fail to show up for a scheduled exam, ODS will contact your instructor and you will have to reschedule with that instructor.
- You will be responsible for making contact with ODS to ensure that future exams for that class are scheduled.

Canceling an Exam

- If for any reason, you have decided not to take your exam at ODS after completing and returning the Test Accommodation Form, you are responsible for notifying our office so that we can have the space available for other students. This includes withdrawing from a course.

Final Exam

Due to space constraints, your final exam may be scheduled for the second or third choice.