Alternative Testing Policy

A student is welcome to test in the Academic Success Center (ASC) when she/he meets one or more of the following criteria:

- A student has a documented disability and is eligible for a specific accommodation(s) for testing, based on an approved VISA (Verification of Individual Student Accommodations) letter. This VISA letter must be presented to a professor at the beginning of every semester.
- A student has an excused absence (e.g., health-related.) Documentation must be provided by Deb Runkle, Medical Coordinator.
- A student is taking a CLEP (College-Level Examination Program) exam to attempt to earn college credit.

*Any requests for exceptions will be reviewed on a case-by-case basis by the Director of the ASC.

Students and instructors must discuss how testing accommodations will be provided. Examples of testing arrangements may include:

- The student may choose to take every exam in the ASC.
- The student and professor agree that the student will take only selected exams in the ASC.
- The professor is able to provide the required accommodations in their classroom/office for every exam; the student chooses to take all exams in the class/with the professor.

For any exam to be taken in the ASC:

Students

- Must schedule a time to take the exam in the ASC at least three days in advance by contacting Kay Smith via the information below. If this procedure is not followed, testing in the ASC is not guaranteed.
- Must inform the professor, three days in advance of the exam, of their scheduled test time in the ASC.

Instructors

- Must complete the front page of the Exam Proctor Form (please copy both sides of the form).
- Must provide a hard copy and, if necessary, Scantron forms (if paper/pencil test) for each exam to be proctored.
- May drop off the exam in the ASC during the hours listed below. It is preferred that the exam be received a minimum of two hours before the student’s scheduled test time.
- May send a completed electronic version of the Exam Proctor Form to KASmith@dbq.edu for electronic exams.
- Will receive via school mail any exams remaining in the ASC one week after the end of the semester.

Contact Information

<table>
<thead>
<tr>
<th>To schedule exams:</th>
<th>Disability-related eligibility:</th>
<th>Medical-related eligibility:</th>
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<tbody>
<tr>
<td>Kay Smith</td>
<td>Megan Ruiz</td>
<td>Deb Runkle</td>
</tr>
<tr>
<td>ASC Administrative Assistant</td>
<td>Disability Services Coordinator</td>
<td>Medical Coordinator</td>
</tr>
<tr>
<td>Myers Library, 2nd Floor, ASC</td>
<td>Myers Library, 2nd Floor, Rm.217</td>
<td>Stoltz Sports Center, Office 301</td>
</tr>
<tr>
<td><a href="mailto:KASmith@dbq.edu">KASmith@dbq.edu</a></td>
<td><a href="mailto:MKRuiz@dbq.edu">MKRuiz@dbq.edu</a></td>
<td><a href="mailto:DRRunkle@dbq.edu">DRRunkle@dbq.edu</a></td>
</tr>
<tr>
<td>(563) 589-3262</td>
<td>(563) 589-3757</td>
<td>(563) 589-3244</td>
</tr>
<tr>
<td>Fax: (563) 589-3722</td>
<td>Fax: (563) 589-3722</td>
<td>Fax: (563) 589-3425</td>
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Testing Hours: Monday-Thursday: 8:00am-4:00pm Friday 8:00-2:30

Testing will end promptly at the end times noted above. Any unfinished tests will be collected and will be considered complete. Please plan accordingly.

Approved: June 8, 2012

Revised 6/10/13  BKS