Access Center
Metropolitan State University of Denver

Accommodated Testing Procedures

Test Accommodations are provided to allow students with disabilities an equal opportunity to demonstrate their academic abilities. Students who wish to use testing accommodations must follow these procedures:

- Students must be registered with the Access Center and be approved for testing accommodations.

- Meet with your instructors, provide them with an ADA Accommodation Notification Letter, and discuss what test accommodations you plan on utilizing. To schedule an exam with accommodations, go to the Access Center website, www.msudenver.edu/access and click on the “Schedule Exam” tab on the home page and follow the instructions.

- Contact the Access Center immediately for assistance if you experience any issues with using the exam scheduling system.

- The Exam Scheduling System requires students to submit their request at least 3 business days prior to the test date indicated on the course syllabus. Business days DO NOT include weekends. If you miss this scheduling timeframe you may be ineligible to schedule this test with the Access Center days prior to test date indicated on the course syllabus.

- Students will have the option of contacting the Access Center Accessibility Accommodation Specialist to schedule an exam under the 3 business days’ notice if they can document that their professor has not provided sufficient notice of the exam.

- Students who are not in compliance with testing policies and procedures may need to take that exam in class without accommodations.

- The Access Center makes every effort to administer tests at the same time the class is taking the test. Occasionally this is not possible due to limited space. In this situation, we will administer it as close as possible to the class time.

- Arrive at the Access Center on time for your test. Students who come late will have the "late time" subtracted from their allotted testing time.

- If the student does not show up for a scheduled exam, your instructor will be notified and you will need to have your instructor contact our office and grant approval for you to reschedule your missed exam.

- If you are unable to take an exam due to illness or emergency, please contact your professor and our front desk immediately. The Access Center will not change the time or date of scheduled exams without written consent from your professor.

- Students must provide the testing proctor with a valid photo ID upon exam check-in..

- Students are not permitted to study during scheduled test time.
• All food and beverage must be in clear containers without labels.

• Because visits to the restrooms compromise exam security, they will be permitted only in emergency situations.

• Students are responsible for all personal exam materials, i.e. scantrons, calculators, etc.

• Leave all materials such as jackets, hats, book bags, and cell phones in the designated area. Cell phones and all other electronic devices must be turned OFF and placed in a locker before your test. The Access Center is not responsible for lost or stolen items.

• No content assistance can be provided from Access Center staff, nor are students allowed to use books, notes, etc. unless specified by the professor.

• Students are expected to abide by the Student Conduct Code: Academic dishonesty includes, but is not limited to: plagiarism, cheating, or fabrication. Any student observed utilizing any unauthorized resource during an exam will be reported to the Student Judicial Officer and their professor. Testing is monitored by cameras with recording capabilities and by Access Center staff.

Revised: 1/2017