



Office of Accessibility Services

Testing Center Guidelines – For Students

Eligibility: The Testing Center is for students registered with The Office of Accessibility Services who have turned in their Letters of Accommodation to their professors and the Testing Center. For questions about Letters of Accommodation, please contact Kelly Kiefer, the Director of Accessibility Services, AccessibilityServices@gmercyu.edu.

Location: Second floor of Keiss Library (Room 207/208)

Testing Center Hours (by appointment):

- Mon-Fri: 8:30am-4:30pm (hours may differ during summer)
- In-person and remote testing is available by appointment
- Additional hours in evenings and on weekends are available as needed

In-person tests must be completed by Library closing time

Important Note:

- Most of your class tests are done in-person, meaning, you must also take tests in-person at the Testing Center.
- If there are extenuating circumstances, or your class is testing remotely, the Testing Center can proctor you remotely via Zoom with your professor's approval.
- All proctoring sessions are monitored and recorded, and will be shared with the professor at their request.



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Steps to schedule a test at the Testing Center:

1. Schedule a day and time at the Testing Center
 - a. Email TestingAccommodations@gmercyu.edu to schedule your test/quiz.
 - i. This should be done at least one week before each test.
 - b. Provide the following information in the email: the date and time of the test, the course name and number, and your professor's name.
 - i. You must take the test at the same time the class takes it, unless it does not work with your schedule or the Testing Center hours.
 - c. The test proctor will confirm once you are scheduled.
2. Inform your professor that you want to use your accommodations.
 - a. Tell your professor that you are scheduled at the Testing Center.
 - b. Your professor also needs at least one week's notice so they have time to send the necessary material and information to the Testing Center.

Important Notes:

- There will be a limited number of testing appointments at any given time, offered on a first-come, first-served basis. If your requested appointment time is not available, you will be offered a different appointment time.
- Last minute scheduling requests (less than 24 hours) cannot be accommodated
- If you are taking the test remotely, the test proctor will send you a Zoom link the day before your test.



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Steps for taking your test with the Testing Center

1. In-person
 - a. Arrive at the Library 5-10 minutes before your scheduled time.
 - b. If you are not sure where to go, let the library staff know you are here for a test. They will direct you up to the second floor using the elevator or stairwells in the front and back of the Library.
 - c. Go to the Testing Center in Room 208 (inside of Room 207).
 - d. You will leave all of your belongings (backpack, phone, smartwatches, etc.) with the test proctor.
 - e. The test proctor will inform you of your time limit.
 - f. If you have any questions during the test, ask the test proctor who will contact your professor.
 - g. When you complete your test, bring your test and scrap paper to the test proctor, or, show submissions for online tests to the test proctor.
2. Remote
 - a. Join the Zoom link 5-10 minutes before your scheduled time.
 - b. The test proctor will admit you from the waiting room, put you into a breakout room without any other students, and review the Testing Center rules.
 - c. The breakout room will be monitored for the duration of the test, as well as recorded. You must be visible on the camera and your microphone must remain on the entire time.



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- d. You will need to scan around your testing area with your camera to show that it is clear of any prohibited items. Once this is completed, the test proctor will provide you with your test codes.
- e. The test proctor will inform you of your time limit.
- f. If you have any questions during the test, ask the test proctor who will contact your professor.
- g. When you complete your test, you must rip up any scrap paper you used during the test and show submissions for online tests to the test proctor.

All testing rooms are cleaned after each use.

Final Note: Please send your Accommodation Letter to the Testing Center BEFORE taking your first test each semester (TestingAccommodations@gmercyu.edu). For questions about Accommodation Letters, email: AccessibilityServices@gmercyu.edu.

For further information, contact:

The Testing Center or Office of Accessibility Services

Email: TestingAccommodations@gmercyu.edu or AccessibilityServices@gmercyu.edu

Room: Keiss Library, Second Floor, Room 201 or 208

Phone: 215-646-7300 ext. 21463 or 21014