

Accommodative Testing Information

UTAH VALLEY UNIVERSITY – TESTING SERVICES



Appointment Scheduling

- ❑ All appointments must be scheduled at least **24business hours** in advance. We cannot accommodate students who schedule the same day as their exam.
- ❑ You are more than welcome to schedule all your tests, midterms, and finals at the beginning of the semester through RegisterBlast.
- ❑ Please email testingservices@uvu.edu for more information if you have questions.

Appointment Information

- If you are unable to keep an appointment please inform us as soon as possible. It is your responsibility to reschedule/cancel your appointment. Feel free to contact us for assistance.
- If you are more than **15 minutes late to your appointment**, you will be asked to reschedule your appointment.
- It is also your responsibility to inform your professor that they need to submit your test via RegisterBlast **at least 24 hours before** your scheduled appointment.

Testing Center Location

The Testing Center is located on the northwest rim of UVU's main campus and is housed in a series of trailers labeled the Wolverine Service Center (WS).

The address is:

1165 West 800 South
Orem, UT 84058

Enter through the north entrance of the building and go through the first door to your right to Room 112.



In order to test with Testing Services, you must agree to abide by our testing policies and procedures.

Permitted Accommodations

You will only be allowed the testing accommodations approved from your OAS counselor specified in your letter. This includes food or drink in the testing room.



Food, Drink, and Restroom Breaks

- ❑ The consumption of food or drink is not allowed in any testing room (unless specified in your accommodative letter).
- ❑ If you need to get a drink, snack, or use the restroom, notify your proctor. We will be happy to assist you.
- ❑ **All study material and personal items including any electronic devices may not be accessed during testing.**

Accommodative Testing

You must supply your own testing materials. Please be prepared ahead of time with all necessary materials.

We do not always have the resources to accommodate students with testing supplies. Based on availability, calculators can be loaned to students.

No studying will be permitted in the testing rooms. Every student must come prepared to take their tests.

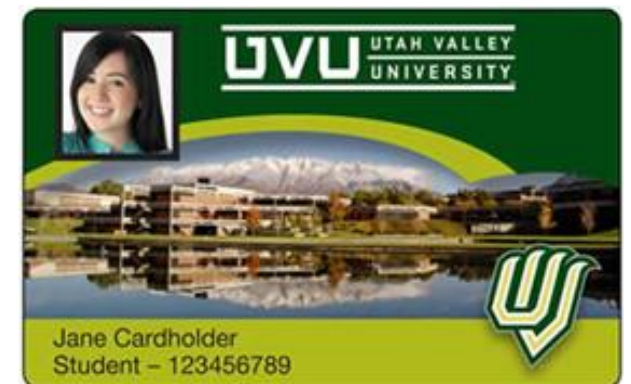
We do not have room or time vacancies to allow students to study prior to taking their exams.

Accommodative Testing

When applicable, time limits will be enforced. When your time has expired, you will be required to end your exam, even if you scheduled for a longer time frame.

You must stay in your room until you have completed your test. If you need to leave for any reason, you must inform the proctor. If you leave without informing the proctor, we will assume that you are cheating and will report it to your OAS counselor and instructor.

Current and valid school or government ID must be present prior to taking a test.





Power Off Cell Phones/Electronics

- ❑ All cell phones must be powered off and put away prior to receiving a test
- ❑ Cell phones, tablets, smart devices, electronic devices, backpacks, notes, books, calculators, or cue sheets are not allowed in the room unless otherwise specified by your instructor or accommodations.
- ❑ If you are caught using any unauthorized material, your test will be stopped and your OAS counselor and instructor will be notified.

Personal Items

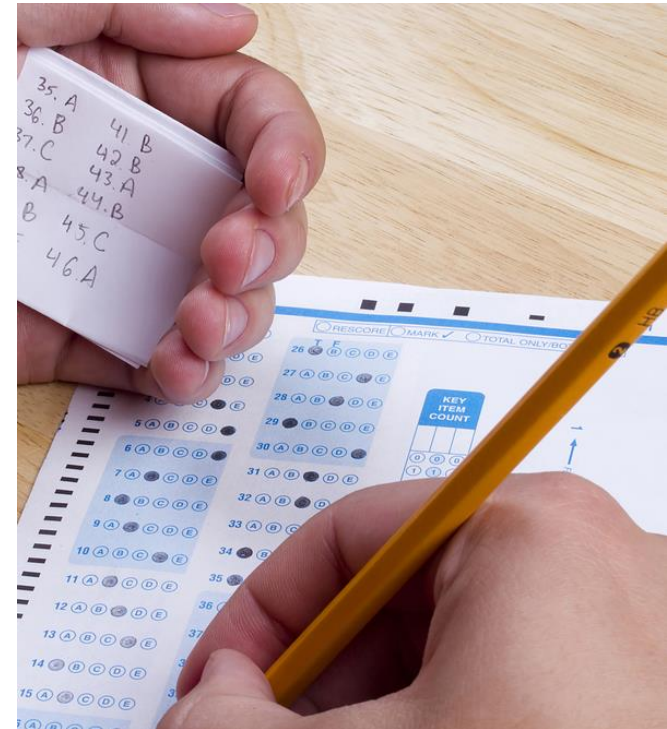
- ❑ Sunglasses may not be worn while testing.
- ❑ Watches (smart, digital, or analog) may not be worn while testing.
- ❑ Hats and beanies will be inspected prior to testing. Hats with bills must be worn backwards or put under the desk.
- ❑ Hoods of any type may not be worn while testing.
- ❑ Any and all items or bags brought into the testing center must fit and remain under the desk while testing.



Suspicious Behavior

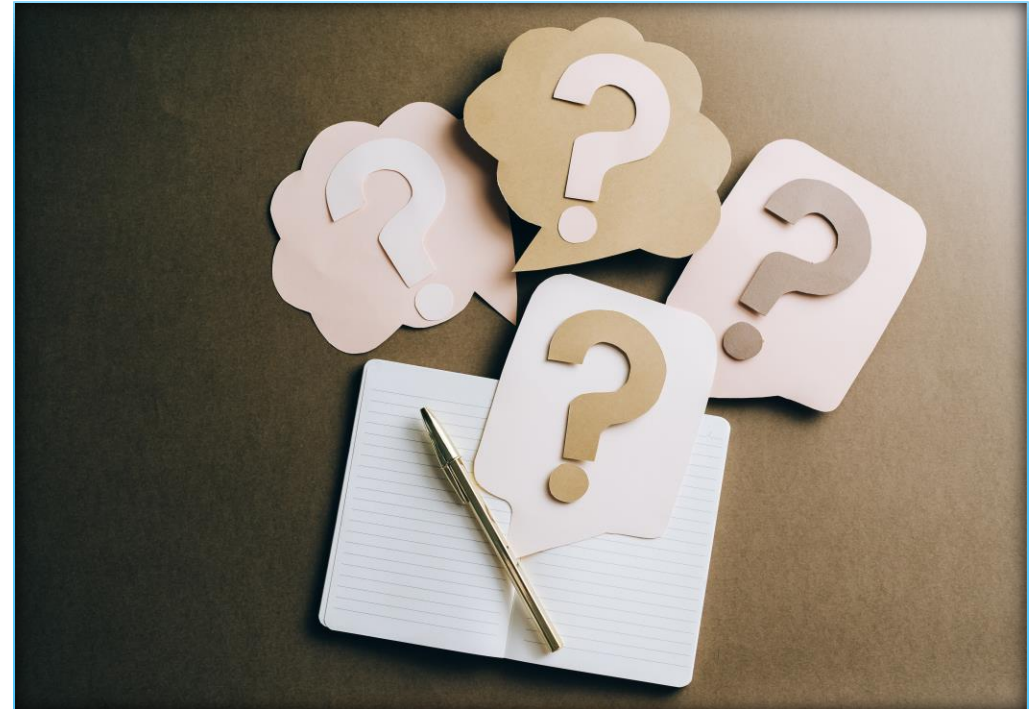
If the proctor sees any markings on you, it will be investigated, and your test may be stopped.

We reserve the right to investigate any suspicious behavior.



During the Exam

- ❑ You may raise your hand to ask a question, however our proctors are not allowed to clarify or help answer test questions
- ❑ The only testing aids permitted will be the ones specified to you at check in.
- ❑ If you have questions or concerns regarding the test aids, be sure to ask before testing.



We reserve the right to alter these policies and procedures at the discretion of management. This information should not be considered as an exhaustive list of all policies and procedures. Further information and documentation is available on our website.