The Testing Center

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Training Outline

• Learn how the Testing Center manages bookings.
• Review instructor responsibilities.
• Review student responsibilities.
Student submits a Semester Request with SDAO and is granted testing accommodations for that semester.

Student reads informational flyer from SDAO on how testing accommodations are provided.

Student checks each of their syllabi to learn how their accommodations will be provided.

Testing Center approves request.

Instructor receives completed exam within 48 hours.

Instructor approves request.

Instructor and student receive notification of decline from the Testing Center.

Instructor decides whether or not they will use the Testing Center to provide testing accommodations.

Instructor includes paragraph in syllabi explaining they will use the Testing Center to provide testing accommodations and for make-up tests.

Student reviews syllabi and becomes aware of make-up test process.

Student misses test or plans to be absent on test day in advance.

Testing Center modifies request.

Reasons for decline...
1. Incorrect information.
2. Instructor not using Testing Center for this course.
3. Absence is not an excused absence.

Testing Center approves request.

Instructor and student receive notification of Missed Exam notification email.

Student does not attend appointment to complete exam.

Student receives notification of decline from the Testing Center.

Student attends appointment and completes exam.

Student attends appointment and completes exam.

Instructor and student receive reminder emails.

Student attends appointment and completes exam.

Instructor receives completed exam within 48 hours.

Instructor decides whether or not they will use the Testing Center to provide testing accommodations.

Instructor includes paragraph in syllabi explaining they will use the Testing Center to provide testing accommodations and for make-up tests.

Student requests appointment at the Testing Center website through Accommodate.

Testing Center modifies request.
Instructor Responsibilities

1. Respond to student booking requests promptly.

2. Title your exams consistently across your syllabi and files. This will minimize confusion and errors.

3. Exams must be uploaded no later than 2 business days before the first testing appointment.

4. If you are using the Testing Center for your course, you are not obligated to provide accommodations to students who have not scheduled an appointment within the required timeframe.

5. If you are not using the Testing Center, you are obligated to provide accommodations to students who have made requests within a timely manner.
Instructor Responsibilities Cont.

The SDAO explains to their students that it is unreasonable to send your Professor Accommodation Letter the night before a quiz, test, or exam and expect that any testing accommodations you may have can be arranged. Giving at least a week’s notice prior to a quiz, test, or exam should allow enough time for you and the professor to make the necessary arrangements. For questions regarding these deadlines, please contact SDAO.
Student Responsibilities

- Complete a [Semester Request](#) with SDAO and share your letter of accommodation with your professor each semester in a timely manner.
- Learn how your professors will provide testing accommodations.
- Review the Testing Center [Practices and Procedures](#) so you can know what to expect when you arrive.
- **Schedule a testing appointment** with the Testing Center in a timely manner. Appointments must be requested at least one week (7 consecutive days) in advance.
How to upload an exam...

https://arc.duke.edu/accommodate-instructions
How to review a test room booking...

https://arc.duke.edu/accommodate-instructions
Questions?