



## Accommodative Testing Policy for Students with Approved Testing Accommodations

**Note:** Students are responsible to review, understand, and adhere to the policy. Student Testing reserves the right to make changes to this policy at any time. Revisions will be communicated and students will be provided a copy of the updated policy and procedures.

1. Students must have an approved testing accommodation through (SAS). If you do not have an approved accommodation, fill out the [Request for Accommodations Form](#) or email [sas@sunypoly.edu](mailto:sas@sunypoly.edu).
2. Students should notify instructors as soon as possible about their need for accommodations by providing their accommodation plan. Accommodations begin when the plan is submitted and accommodations are never retroactive.
3. Testing Center staff are obligated to follow each student's testing accommodation as noted on their plan. Any adjustments must first be communicated and approved by SAS.
4. Unless otherwise noted in a student's plan, separate testing location is the Testing Center and is designed to be distraction reduced. When available, space preferences will be considered.
5. Tests must be scheduled *at least three school days* in advance using the [Accommodative Testing Request Form](#). Please submit the form during business hours between 8:30am – 4:30pm. If any issues occur while submitting the form, please call 315-792-7384 or visit the Testing Center in-person for assistance. Email requests are not accepted.
6. Requests for final exams on designated final exam days will have an earlier deadline and will be communicated to students via email.
7. If a student misses the scheduling deadline, the test must be taken in the class without accommodations. If the date is not in the syllabus and an instructor does not provide three school days' notice, please notify Student Testing. Students are responsible for any missed test announcements due to class absence.
8. The Testing Center will not schedule makeup exams for a student who originally planned to take the test in class and missed that class.
9. When scheduling, it is the student's responsibility to know how their accommodations may impact other classes. If an accommodative test overlaps with another class or occurs outside of business hours students should find a different time in their schedule and coordinate arrangements with their instructor and the Testing Center, usually on that same day.
10. The Testing Center does *not* encourage arriving late or missing subsequent classes because of an accommodative test and will *not* provide a note to the instructor of the missed class.
11. Each exam has a set start and end time. If a student arrives late, the end time will not be changed.
12. Notify the Testing Center at least 24 hours in advance regarding cancellations. Tests will not be rescheduled without the instructor's permission.
13. Personal items are not allowed in the testing room. If the Testing Center cannot provide a secure area outside the testing room, belongings must be left in the designated area within the room.



14. Personal computing devices such as laptops or tablets are not permitted unless authorized by faculty. The student should prepare by printing any digital materials or notifying the Testing Center *prior* to the day of the exam. The Testing Center will provide access to a desktop computer and the proctor will monitor that use.
15. Cell phones and other electronic devices, including smart watches, are not permitted during the testing time. If we observe students with these items, the proctor will document their observations and the instructor will be notified.
16. Proctors are permitted to examine students' workspaces, materials, and (if applicable) devices being used at their discretion.
17. Students using digital devices may be electronically monitored.
18. Students must have a preapproved accommodation through SAS for any technology related testing support such as Bluetooth devices, phones, head phones, etc. Any questions regarding these items or adjustments to their plan should be directed to SAS.
19. Arrive with the necessary and approved materials. Proctors will be informed what materials are permissible from the faculty.
20. Cheating is not tolerated. If attempts at cheating or suspicious behavior are observed, the proctor will document their observations and instructors will be notified. Students should review the [Academic Integrity Policy](#) in the SUNY Poly student handbook to understand rights, responsibilities, and consequences.
21. The proctor is the representative of the instructor. Their role is to maintain the integrity of the testing environment and ensure accommodations are met. They are not permitted to adjust any direction given by instructors or any accommodation on a student plan.
22. It is the student's responsibility to manage their testing time and the proctor is required to collect the test when the allotted time has concluded regardless of student progress. Any concerns about not finishing should be brought to the instructor.
23. Students must inform the proctor when leaving the testing room for any reason. Proctors are required to note the length students are out of the room, whether it is an approved break, and any other details.
24. Students with 'breaks' as an approved accommodation must manage them and how those breaks impact overall test time. Breaks are *included* in overall testing time.
25. Proctors *cannot* clarify directions, questions, or review any test content. Proctors may contact the instructor during test time at the request of the student.