

## Use of the Test Center

Students who need the accommodation of extended time on a test will generally use the Test Center for this accommodation. The Test Center is located on the third floor of the RCF Student Services Building, in Room 359. The Test Center's hours are as follows:

Monday	9:30 a.m. - 8:00 p.m.
Tuesday	12:00 p.m. - 8:00 p.m.
Wednesday	9:30 a.m. - 8:00 p.m.
Thursday	9:30 a.m. - 8:00 p.m.
Friday	9:30 a.m. - 3:00 p.m.

It is the instructor's responsibility to get the test to the Test Center before the agreed upon time. The student is instructed to take the test as close as possible to when the rest of the class is taking it. Ideally, he/she will start at the same time, and continue until finished. There are times that this may need to be modified slightly if the student has another class immediately following. For example, if the student has a class immediately following, they may need to start earlier than the rest of the class in order to get extended time. If a test is given on Tuesday morning, when the Test Center is not open, the time may need to be changed. If, as the instructor, you feel it must be given on Tuesday morning, we can make arrangements for a proctor and for the student to take it in a different location. Please discuss with the student when they will be taking the test, and let us know if we need to make arrangements for an alternative location and a proctor.

The student must have photo ID and know the instructor's name when they come to the Test Center. Test Center staff will return the test in a sealed envelope to your mailbox.

The general allotment for extended time is a maximum of double the time the rest of the class is allowed.