

## PSC Accommodated Testing

Students with accommodations can test in ADA Services on the Pensacola campus or at one of the Testing Centers on any campus.

**We want to provide exams to students -**

- **on time**
- **in a low stress environment**
- **with appropriate accommodations**

**We want to return exams to instructors quickly and efficiently.**

**To do this we need**

- **the exam or password/access code prior to the exam start time**
- **instructions about the use of notes, scratch paper, texts, etc.**
- **the timed length of the test without extended time**
- **the course number and instructor name on the test itself**

**Passwords, tests, and testing information**

- **can be uploaded to the ADA Services app anytime during the semester.**
- **can be emailed to [ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu) and [Test&Assess@pensacolastate.edu](mailto:Test&Assess@pensacolastate.edu).**

This way all of us can access the information. If you send it to an individual and they are absent, we cannot find that information.

Please allow the test to be available beyond the timed length of the test. For example, if a student has 1 hour and 53 minutes for the test and the test opens at 8:00 and closes at 9:53, then the student will probably not have the entire time on the test. If we have several students starting at once or the computer takes longer to load, the student may not actually start until 8:04 and will lose 4 minutes on the test. If you allow the test to be available until 10:30, then any delays will be accounted for.

## **FINALS**

During finals we are testing 2-3 dozen students at one time with most testing in an auditorium. Having the test information the day before allows us to start on time.

When we are tracking down tests and passwords the morning-of for 8:00 tests, students do not start their tests at 8:00.

Some mornings we have to locate and print 15 tests for 8:00. Finding and printing the tests takes time.

We cannot print in the alternate testing room, so any test sent after 7:30 on the day of the test must be brought to that room.

If we are hunting a test later in the day, this slows down our returning of tests because our time is spent on getting a test.

If you are opening the test at the set time and there is no password required, please let us know, or we will continue to email and call you for the password.

We will return tests as quickly as possible to you after testing.

Please do not show up or call as soon as you think the extended exam time should be finished.

Due to the volume of students testing as well as having to hunt test information, students do not always start at the exact start time.

When we have 15 students starting at once, some students might start at 8:05 or 8:07.

If a student has back-to-back exams, they may start the second test at 11:30 instead of 10:30.

Calling the ADA Office as soon as the scheduled exam time is over slows down our ability to return tests quickly.

If we have one person in the office who spends 20 minutes answering phones to say, "We are returning tests as quickly as possible," then during that entire 20 minutes, no exams are being scanned or emailed to anyone.

During 2024 Spring Finals (May 6-10), 2-3 staff proctored 123 tests in ADA Services at the Pensacola campus.

We greatly appreciate your help with testing!