

OZARKS TECHNICAL COMMUNITY COLLEGE

OUT-OF-CLASS TESTING POLICIES & PROCEDURES

How and When to Request

- Schedule out-of-class testing **at least 3 days prior** to exam day.
- **In as much as possible, students must take the exam on the same date and at the same time as the class. Any exceptions must be approved by the instructor.**
- Submit green “Exam Request Form” to the department and room listed below.
- Call the number found to the right. Please include your name, the course name, section number, and instructor’s name and approved testing accommodations in the phone call.
- From the OTC website, follow the links listed below to request an exam.
 - o otc.edu
 - o Search “Testing”
 - o Testing Services
 - o Click the Exams with Accommodations
 - o Click the “Request an Exam with Accommodations” link
- You must schedule to receive your accommodations for an exam.

Testing Services
Information Commons East,
Room 123A
testingservices@otc.edu
(417) 447-8187

Important Information

- It is the student’s responsibility to schedule the exam. If the student arrives at the Testing Center and has **not scheduled the exam**, it is unlikely that the exam will be ready. If this happens twice during a semester, Testing Services will suspend testing accommodations until the student has met with their DSS Counselor.
- Unless Testing Services receives **3-days notice of the upcoming exam**, the chance of having the exam with accommodations ready is reduced and the student may have to reschedule the exam. Any rescheduling of the exam **must** be approved by the instructor.
- If the student schedules Testing Services appointments and does not show up for those appointments without calling, it is considered a “no show”. Should this occur twice during a semester, this service will be suspended until the student has met with their DSS Counselor. *(This decision may be appealed through the DSS grievance procedure.)*
- If an emergency situation causes you to miss a scheduled exam, you must contact DSS and the instructor immediately. Rescheduled exams **must** be authorized by the instructor.
- If the student does not follow the established policies, they risk losing out-of-class testing services for the remainder of the semester. Any loss of services or accommodations may be appealed through the Grievance Procedure.

Academic Dishonesty

You must follow all guidelines given by the instructor. The same rules that apply to cheating in the classroom apply to out-of-class testing. As discussed in the Student Handbook, cheating may result in suspension. Any punitive actions that result in suspension may be appealed as outlined in the Student Handbook.

Student Responsibilities

- Arrive promptly for scheduled appointments and be prepared to take exams. DSS is not the place to study or make “last minute” preparation for the exam.
- If the approved accommodations include the use of a reader or scribe, it is the student’s responsibility to tell the reader/scribe what assistance is needed. For example, does the student prefer that the question be read aloud and then all possible choices read aloud; or does the student need a scribe for essay exams? Ask the Reader/Scribe to repeat anything that is unclear.
- The student is responsible for making sure the scribe marks answers correctly. Check all answers. The student should give clear descriptions when answering multiple choice questions that could sound alike. For example, “The answer to number 1 is “D” as in dog.”
- On exams, DSS staff is **not** authorized to paraphrase questions, offer assistance with vocabulary, or coach the student in any other way. Questions about content or wording need to be directed to the instructor. If a question arises and the instructor is not available, DSS will note the question and forward it to the instructor with the completed exam.

Non-Discrimination Statement

Ozarks Technical Community College prohibits discrimination and harassment and provides equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions. Bona fide occupational qualifications will be allowed in those instances where age, gender, or physical requirements apply to the appropriate and efficient administration of the position.

Revised 3/24/16