

Blackhawk Technical College
Student Success Center – Disability Services
Testing Accommodations for Students with Disabilities - Central Campus

Procedure for Testing Accommodations

- Students must have an Accommodation Plan on file indicating approval for testing accommodations.
- Each semester, student contacts Disability Services staff in room 2214 at Central Campus or by calling (608)743-4422 to request testing accommodations, including any assistive technology he/she may need.
- Student is responsible for notifying instructors they will be using testing accommodations.
- Diane Murphy sends email to the classroom instructor verifying testing accommodations are approved for the student.
- As soon as the student becomes aware of a specific test date, they sign up on the testing schedule in room 2214. They may also email Diane at dmurphy@blackhawk.edu
- Prior to the test date, the student must remind the classroom instructor about the testing accommodation arrangements.
- Classroom instructor provides a copy of the test to special services staff.
- Student leaves the completed test in the testing center, and testing staff return it to the instructor.

Guidelines for Testing Accommodations

- Instructors and Disability Services staff should be given a minimum of 48 hours notice for alternative testing arrangements to be made.
- All tests are assumed closed-book, closed-notes unless other directions are provided by the instructor.
- Tests must be taken on the same day and at the same time as the rest of the class unless an alternate time is required because of availability of staff to proctor or a conflict with a class lecture/review.
- If circumstances dictate that the test be given prior to the regular class time, students may not discuss the test with other students. If students share any details of the test, they may lose their testing accommodations privileges and/or be in violation of the BTC Student Code of Conduct.
- Arrangements for tests taken off campus or at hours other than regular testing center hours must be made at least 48 hours in advance.
- Students must complete the test in one sitting.
- Book bags, back packs, purses, cell phones, iPods etc. are left outside of the testing room.
- Tests are given to testing center staff as soon as the student has completed them.