

Testing Center Procedures for Faculty

Approved ACCESS (Accommodations at Collin College for Equal Support Services) and Pregnant & Parenting Student Modifications for Classroom Testing

- All accommodation must be approved by the ACCESS Office each semester prior to testing.
- Once approved by the ACCESS Office, you can submit tests for students approved to test in the Testing Center using the information listed below.
- Please send ACCESS test submissions at least **72 hours prior** to the testing date.
 - You can send all tests at the beginning of the term if you have all materials for the test ready.
 - Please discuss any questions about submission procedures with your Campus Testing Center supervisor.
- Add “**ACCESS**” at the end of the name of the test you are submitting through RegisterBlast for students with ACCESS accommodations who will test in the Testing Center.
 - Only **one** ACCESS submission needs to be submitted for all ACCESS students in each class/section.
 - If you have more than 5 students with accommodations in a class/section that will need to test in the Testing Center, please reach out to the campus Testing Center supervisor for help to submit more than 5 students per submission.
 - **IMPORTANT CHANGE:** When submitting an exam for ACCESS students through Canvas and the RegisterBlast Instructor module, list the amount of time non-ACCESS students are given to take the test in the classroom. The system will automatically update each student’s testing time based on their approved accommodations. *You do **NOT** need to calculate the students’ allowed time.*
 - **REMINDER:** If your exams are delivered through a software program (CANVAS, ExamSoft, ATI, etc.) you will need to set the time students get for their test within that system. The Testing Centers cannot adjust that time.
 - All other instructions in the “Make-up Exam” instructions will apply to these exams.
 - Note: Students with accommodations who choose to test in the Testing Center will NOT count toward your five student/section/exam make-up limit.

Note: *If you have special circumstances beyond what is covered in these procedures, please discuss your needs with the Testing Center Supervisor at your campus Testing Center. They will let you know if additional approvals are needed from your Associate Dean/Director or from the Director of Testing to accommodate your needs.*