



## **STUDENT GUIDANCE – USING TESTING ACCOMMODATIONS AT THE ASSESSMENTS AND TESTING CENTER**

1. Students desiring to use Testing Accommodations at the SAC Assessment and Testing Center must first notify their professor of their intent to test at that location as soon as possible prior to their exam. Professors are required to submit the examination to the SAS Testing Facilitator no later than five days before the test date and no later than 5 business days before the start of Finals Week.
2. When the exam submission is approved, the Test Facilitator will notify the student by email that they are able to schedule their exam. Students will go to the following link to schedule their exam date and time;  
<https://www.registerblast.com/Shibboleth.sso/Login?entityID=login.alamo.edu&target=https%3a%2f%2fwww.registerblast.com%2fsac-dss%2fssso%2fshibboleth> The exam needs to be scheduled no later than 2 business days prior to the desired test date.

### **IMPORTANT THINGS TO REMEMBER**

- Students must arrive at the Assessment and Testing Center (Fletcher Administration Building 1<sup>st</sup> Floor, Room 103) at least 15 minutes prior to test time. **Late testers will need to reschedule their testing appointment.**
- Student will be given a key at the front desk for electronic devices and personal items that have not been approved to be placed in a secure testing locker. All electronic devices (unless medically approved) must be turned off. Due to limited space, please bring a minimal number of personal items to your testing session.
- Students will be confined to the lobby area during their testing session to drink water or take a break.
- Enter and exit the testing room quietly to avoid disturbing other testers.
- Be sure to report to the testing proctor when you take a break, when you return, and when you have completed the test.
- Noise canceling headphones are available and personal headsets may be used with Kurzweil if approved as accommodations.
- Talking to other testers or speaking out loud (reading to yourself) while testing is prohibited in the testing room.

- If help is needed or you have questions, quietly notify the proctor and step outside the testing room to discuss.
- Scratch paper, pencils, and four-function calculators are available if disability accommodations have been approved for those items or if the instructor has allowed those items in the testing instructions.
- Stay only on test web page while performing an online exam (unless other directions have been sent to testing center by instructors).
- It is the student's responsibility to notify the test facilitator before the beginning of the exam if the student believes an accommodation has been overlooked.
- All tests need to be completed by 5:30 pm.
- Happy testing!

**Finals Week – Students must schedule Fall and Spring semester Final Exams no later than 2 business days before the Finals Week begins.**

For questions regarding Accommodations Testing, please contact:

Solus Meek - Test Facilitator – 210.486.0022 [smeek3@alamo.edu](mailto:smeek3@alamo.edu)

If unavailable call main office at 210.486.0020

Testing hours are from 9:00 AM to 5:30 PM Monday – Thursday