

Walsh College Testing Center Requirements & Information for ADA Accommodated Students

The Walsh College Testing Center provides a professional and secure environment for test administration for Walsh College students and members of the community. It also assists the Disability Services team and Walsh students who receive ADA accommodations on exams, quizzes and/or assignments by providing additional testing time and a reduced distraction testing environment.

Listed below are the **requirements of all students who wish to utilize the Testing Center** to receive their ADA accommodations:

1. **It is the responsibility of the accommodated student to communicate their intent to utilize the Testing Center to the Disability Services Team, the Testing Center and the instructor well in advance of any exam, quiz or assignment.** This is to ensure that the instructor has enough time to get all required materials and instructions to the Testing Center and so any adjustments to testing time can be made and verified by the Testing Center prior to the student's scheduled arrival.
2. **All accommodated students are required to schedule an appointment directly with the Testing Center at least 24 hours prior to their desired appointment time.** This is to ensure the Testing Center's receipt of instructions and all necessary materials from the instructor prior to the appointment, and to ensure that space will be available for the student's desired date and time. *This is especially important for students who wish to utilize one of the two private testing rooms, as alternate arrangements will need to be made through Disability Services in advance should a private room be unavailable.*

Testing Center appointments can be made:

- Online- https://www-secure.walshcollege.edu/Test_Scheduling/
 - Via email- testingcenter@walshcollege.edu
 - By phone- (248) 823-1692
 - In person
3. **Students must schedule and arrive for their appointments with enough time to finish their exam, quiz or assignment at least 10 minutes before the Testing Center closes.** This is imperative to ensure that the student receives their full accommodated time. If you are unable to make it to your appointment or will be running late, please call to notify the Testing Center at (248) 823-1692.

Testing Center hours and any scheduled or emergency closures can be viewed online at:

<http://www.walshcollege.edu/testingcenter>.

4. **All students must abide by all Testing Guidelines and must sign a Testing Center Policies and Procedures form.** Refusal to do so or to comply with any of the listed policies and procedures will terminate any student's ability to utilize the Testing Center's services for proctoring. Testing Guidelines and a link to the Policies and Procedures form are available on the Testing Center's website.

If you have any questions or concerns regarding your accommodations, please contact Disability Services at disabilityservices@walshcollege.edu.

If you have any questions about the Testing Center or its policies & procedures, please contact us at testingcenter@walshcollege.edu. For concerns regarding the Testing Center, please contact Jennifer Cosper, Office Manager, Accreditation and Testing Center at jcosper@walshcollege.edu.