

Testing Services Guide for Students

Before test day:

You should do the following:

1. Make sure you know the date and time your instructor wants you to take your test. Contact the Learning Center if your instructor requires a proctor (someone to actually sit in the testing room with you). The learning center contact information is below.
2. If you have spoken with Edison's Disability Services Department, review the information regarding accommodations below.

Test day:

Before your test-

You will need to do the following:

1. Have one form of photo identification (Student I.D., Driver's License, etc.) ready to show to a Learning Center staff member.
2. Have the materials you need for your test.
3. Go to the Learning Center in the back of the Library and let a staff member know that you need to take a test.
4. Read and sign the testing services agreement.
5. Place all materials (backpacks, phones, etc.) that are not required for your test in the area provided.

During your test-

You may not do the following:

1. Use cell phones or other electronics not listed on the testing form in the testing room, located in the Learning Center.
2. Talk to other students while in the testing room.

You may be asked to turn in your test and leave the testing room when your time limit has been reached or if you do not follow the testing services agreement.

After your test-

You will want to do the following:

1. Give your test in to a Learning Center staff member. They will ensure that your test is delivered to your instructor.
2. Collect your belongings before you leave the Learning Center.

Additional information:

Accommodations

1. You must have a Self-Identification letter on file with the Learning Center if you require accommodations.
 - Make sure you have a new letter on file each semester.
2. You need to schedule an appointment with the Learning Center if you need a reader, scribe, or private room. Please do this as far in advance from when you need to take your test as possible.

If you need further clarification or more information, Please contact the Learning Center at LearningCenter@edisonohio.edu or call 937-778-7959.