

# SDAC Testing Center Best Practices

## Do exams need to be taken in the SDAC Testing Center?

1. First, request your accommodations letters through the SDAC portal. Follow up with each instructor where you will take quizzes/tests/exams with any testing accommodations.
2. If your professor cannot provide a space for you, then SDAC can proctor your exam.
3. You or your professor **MUST** discuss and fill out Proctoring Instructions (found in the SDAC portal) before being able to schedule a test in the SDAC Testing Center. You are unable to schedule a test in the SDAC Testing Center without this on file.
4. **Please note:** Starting May 2024, only professors and SDAC will be able to fill out the proctoring instructions.

## Review Scheduling Guidelines

1. The SDAC Testing Center is only for SDAC students with active and approved exam-related accommodations.
2. **Exams are to be taken at the same time as the class unless you have explicit permission from your instructor** to take it at a different time.
  1. All changes need to be approved by your instructor before you schedule with SDAC.
  2. When SDAC approves exam requests, it is purely on the basis of whether we have space for you.
3. Schedule all tests as early as possible – ideally, we recommend doing it at the beginning of each semester, using the information from your class syllabi.
4. Minimum timeframe: Schedule them at least a week (5 business days) in advance of each test. Space in our testing room is allocated on a first-come, first-served basis.
5. Unless there is a true, unexpected emergency, **we do not approve exam requests less than 48 hours business days before the exam date.**
6. If your request is denied, you must work out exam accommodations with your instructor, or take it in class without accommodations.
7. **FINALS: The last day to schedule finals is three weeks before the first final.**
  1. We post the deadline in our office, as well as send out email reminders.
  2. We will continue to accept requests until the day before the final examination period begins; however, there is **no guarantee** that we will have space.
  3. If you wait too late and space is not available, you must work out exam accommodations with your instructor, or take it in class without accommodations.
  4. When you sign up for final exams, select a start time of either **8AM, 9AM, 1PM, 2PM or 5:30PM.**

1. You must sign up for your final at a time that aligns with your class final time as determined by the Registrar's Office.
2. If you have double time as an approved accommodation, then you will need to select a start time of 8AM, 9AM, 1PM, 2PM or 4PM.
8. If you need to cancel or reschedule your exam, please provide at least 24-hour notice. You can request to reschedule in the SDAC Portal if it is in advance of the 48-hour cutoff. Within this window, please contact SDAC by email (sdac@virginia.edu) or phone (434-243-5180).
  1. Additionally, any changes to your exam time must be approved by your professor.

## Preparing for and Taking the Exam with SDAC

1. SDAC's Testing Center is open Monday through Friday, 8am – 4:30pm, with
  1. We have extended hours Monday through Thursday, 8AM – 8:30PM, after the second week of classes during fall and spring semesters.
2. We are open extended hours during final exams, and we have more limited hours during the summer semester and J-term.
3. Arrive 10 minutes early for your scheduled exam time with all required materials (computer, calculator, etc.).
  1. Arriving late may affect the amount of time you have to complete the exam.
  2. If you will be less than 30 minutes late, please call to let us know.
  3. If you will be more than 30 minutes late, it is possible that your space may be given to another student. We will also notify your professor of your tardiness.
4. If you are unable to take your exam for any reason, please contact SDAC and your professor as soon as possible.
  1. You will need to work with your professor to coordinate a make-up exam/reschedule – this is at the discretion of your professor, with few disability-related exceptions.
5. We allow food and drink inside the testing rooms, as long as it's not distracting to other students. Otherwise, you only need to take in what is needed for the exam.
  1. **Absolutely no electronic devices** (e.g., phones, tablets, or smart watches) are allowed unless you have an approved accommodation to have access to your phone at all times for medical purposes. This will be listed on your exam cover sheet.
6. If you have a content-related question during the test, we can facilitate reaching out to your professor based on their preferred mode of contact from the Proctoring Instructions.
7. If you experience any problems or have concerns during testing, please inform the test proctor as soon as possible – we cannot try to help if we do not know about the issue.
8. All academic policies are in effect, including the UVA Honor System.
  - a. Use only materials allowed by the professor.

- b. You are responsible for monitoring your allotted test time - if you go over it, even if no one notifies you, you may be subject to a UVA Honor Offense.
- c. The SDAC Testing Center may be video-monitored, and recordings will be reviewed if any concerns around cheating are raised.
- d. If SDAC suspects cheating or testing inconsistencies, we will inform your course instructor(s).

## Late Receipt of Exams from Professors

1. Instructors must provide the exam and all the necessary materials, passcodes, etc. no later than 24 hours prior to the test appointment.
  1. If SDAC does not have the required exam materials by the starting time of the exam, SDAC staff will attempt to contact the instructor to resolve the issue.
  2. If after 15 minutes of the exam start time, the necessary materials/ passwords have not been provided and/or the instructor has not responded, the student will be instructed to work with their instructor to reschedule the exam for another time.