



**Saint Mary's
University**
ACCESS SERVICES

Access Services
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As a part of being registered with the office of Access Services, students must abide by the rules of Saint Mary's University regarding testing in the Access Services Testing Center. Procedures are subject to change.

It is good practice for students to communicate with their professors that they wish to take exams in the Access Services Testing Center. Students are also responsible for filling out the [Student Testing Form](#) for each test they wish to take in the testing center at least 72 hours in advance of their test. This way, professors and staff can prepare exams for each student. If students fail to follow any part of the protocol, Access Services may require the student to review and re-sign the [Testing Center Agreement Form](#) before they will be allowed to use the Access Services Testing Center again.

Tests should be taken at the same time as the class unless that time does not allow for extended time in the student schedule. Tests can be completed between the hours of 8:00 AM and 4:00 PM Monday-Friday. Testing must be completed by 4:00 PM each day. During the final exam period, the office will have extended hours. Students must discuss alternate times with instructors before signing up to take an exam at an alternate testing time in the Access Services Testing Center. The instructor must approve the alternate time on the [Faculty Testing Form](#) in order for the student to be able to test at an alternate time.

Testing Procedure:

If students fail to follow any part of the procedures, Access Services may require the student to review and re-sign the [Testing Center Agreement Form](#) before they will be allowed to use the Access Services Testing Center again.

1. Students MUST view and sign the [Testing Agreement Form](#) before testing in the Access Services Testing Center.
2. Students MUST complete the [Student Testing Form](#) at least 3 business days prior to their exam. Students can access this form on the Access Services website under the "Accommodations" tab.
3. The student MUST arrive on time to take the exam. Exams are scheduled at exact times and that is when the exam will begin. If the student arrives late, the student understands they will lose that time for testing. Exceptions to that policy need to be approved by the instructor.

4. The exam will be administered according to the student's accommodations and special instructions provided through the [Faculty Testing Form](#) by the instructor.
5. If the student takes an exam in advance of other classmates, or at a date after the exam has been given to classmates, that student agrees they will not refer to this exam in any way. If asked by others about the exam, the student agrees to not share any information or hints regarding the exam, and students may not ask others about the content of the exam. Failure to comply will lead to an academic dishonesty meeting with Access Services staff and a potential meeting with the Vice President for Student Development.
6. Students using assistive technology as an accommodation are only allowed to access the computer programs as designated by Access Services or instructors when granted a computer for test taking.
7. Students are monitored through a camera by Access Services staff while taking exams in the Access Services Testing Center. At times, students may also have a proctor present in the testing room.
8. Students MUST leave their backpacks, coats, cell phones, and other electronic devices (such as smart watches) outside of the testing area. All hats, pockets, and calculators will be checked before they are allowed into the exam room.

Academic Dishonesty: Students at Saint Mary's University are expected to maintain the highest standards of academic honesty. If an Access Services staff or student worker suspects a student of academic dishonesty, staff will end the exam and confiscate any questionable materials along with the exam. Access Services Staff will then notify the instructor. The instructor will determine the academic consequences regarding testing dishonesty.