

TEN STEPS TO ACCOMMODATED TESTING

**The CATE Lab**

The Center for Adaptive Technology Education (CATE Lab) is designed to assist students with disabilities by incorporating computers and technology into the learning atmosphere at Eastern Michigan University (EMU). The CATE Lab also provides testing accommodations for students who are registered with the Disability Resource Center.

**Step 1: OBTAIN CATE LAB TESTING FORM**

- The CATE Lab Testing Form link is attached to student's Letter of Accommodation (LOA).
- This link can also be located on the DRC website under forms > [www.emich.edu/drc/forms](http://www.emich.edu/drc/forms)
- Prior to meeting with your instructor, complete the student section of the CATE Lab Testing Form.

**Step 2: MEET WITH INSTRUCTOR**

- Provide the CATE Lab Testing Form to the instructor to complete the faculty section.
- The DRC recommends meeting with the instructor so specific accommodations can be discussed including where you are testing.
- Some faculty may be able to provide students testing accommodations within their department. For example, a student has a night class and needs extended time on a test, the student may be able to take the test within their instructor's department.

**Step 3: DISCUSS ACCOMMODATIONS WITH INSTRUCTOR**

- Discuss which testing accommodations listed on your LOA will be needed for the type of exam given. For example, the use of a calculator, would not be necessary for an exam in Writing.

**Step 4: PICK SUITABLE TESTING TIME**

- Students need to schedule their testing time so that it corresponds to the day and time of the regular class exam. If that is not possible due to a lab or conflicts with another class, please inform both the instructor and the CATE Lab staff when you schedule.

**Step 5: BE SPECIFIC**

- Provide specific times and dates to schedule for testing. For example, "November 2<sup>nd</sup> at 11am."

**Step 6: TAKE RESPONSIBILITY**

- It is the student's responsibility to return and/or email the completed CATE Lab Testing Form to the CATE Lab.
- Do not leave the CATE Lab Exam Accommodation Form with the instructor.
- Exams need to be scheduled at least 5 business days before the exam and the last day to schedule final exams is Dec. 1.
- Please review the CATE Lab rules which are located on the DRC website under forms > [www.emich.edu/drc/forms](http://www.emich.edu/drc/forms)

**Step 7: SUBMIT FORM**

- When the form is submitted to the CATE Lab, the CATE Lab staff will verify accommodations granted to the student by cross-referencing the most recent LOA. Only accommodations listed on your LOA will be approved.

**Step 8: APPROVED DATE AND TIME**

- Your date and time will be entered into the CATE Lab scheduling system.
- Approximately 2-5 business days before each exam, the CATE Lab will email instructors a reminder and will inquire about allowable materials for respective exams.

**Step 9: ARRIVE ON TIME**

- Arrive to the CATE Lab 5 minutes early to test. If you are late, your testing time may be reduced. You will be asked to turn off your cell phone, and place all personal items (phone, book bag, coat, etc.) in a secure area. You will not be allowed access to these items while testing.

**Step 10: TAKE EXAM**

- The CATE Lab staff will give you the test that you have scheduled and guide you on where to take your test. Upon completion, please return exam to CATE Lab staff.

## **UNAUTHORIZED MATERIALS AND CHEATING**

- The use of unauthorized materials during tests or cheating in any form is not tolerated.
- The test area is monitored regularly and video cameras are in use.
- If you are suspected of having unauthorized materials or of cheating in any way:
  - Your instructor will be informed of the suspected incident.
  - You will be referred under Part A of the [Student Code of Conduct](#).
  - Your instructor may choose to impose additional penalties.