

CATE Lab Testing Rules
120 Porter
cate_lab@emich.edu
734-487-1419 or 734-487-3558

1. Please arrive on time for your exam. If you arrive late, your testing time will be reduced. **Your scheduled exam end time will not be extended.** In line with university policies concerning testing in class, if you are more than half an hour late to test at CATE, you will not be allowed to take the exam without instructor permission.
2. If you miss an exam that is scheduled at CATE, all future actions must be discussed between you and the professor. You may need to make arrangements to test with your professor and take the exam in the department with or without accommodations.
3. You must start your test on time. The testing time (including accommodated time) cannot be used for last minute studying.
4. You may not start your exam early unless we have written (emailed) permission from your professor.
5. All activities, including testing, will be filmed. If suspicious activity arises video will be released to the instructor, office of Student Conduct and/or EMU Department of Public Safety. Students observed cheating will have their exams confiscated and stopped from testing.
6. Cell phones, electronic devices, purses, or book bags are not allowed to be near you while testing.
7. Lab staff may not answer questions concerning words or sentences used on exams.
8. Do not leave the testing area without permission.
9. Students need to specify the desired format of the exam such as large print or human reader when making appointments with the CATE Lab.
10. **Private rooms, may not be available depending on how many requests have been fulfilled and lateness of request.**

11. 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.

12. Students need to schedule at least 5 business days in advance (M-F are business days) to take exams at CATE. Final exams must be scheduled before the cut-off date noted on the testing form. **We will try to accommodate late requests, but we cannot guarantee that a reservation will always be possible at the CATE Lab.**

13. No hats or scarves are to be worn while testing. (Religious attire excluded). Jackets are to be hung on coat racks. Do not remove clothing including shoes once the exam has begun.

14. Failure to comply with these rules may result in a meeting with the DRC.

Please, if your testing accommodations need modification or are not working, contact your DRC advisor.

The CATE Lab

120 Porter Building, Monday – Friday 9 a.m. to 5 p.m.

Email: cate_lab@emich.edu Phone: 734-487-1419

The Last Day to Submit Forms for Winter 2020 is April 4

→ TO BE COMPLETED BY STUDENT

Name: _____ EID: _____

Course Name and Number: _____

All exam, quiz, or test requests should be submitted **5 business days** prior to test date, except midterms and finals which should be submitted **10 business days** prior to exams

Return completed form to 120 Porter Cate Lab by student or email form to cate_lab@emich.edu

**** Please notify the Cate Lab if you aren't able to attend your appointments or need to reschedule ****

ACCOMMODATIONS

Environment

___ Extended Time
___ 50%_100%
___ Reduced Distraction
___ Private Room
___ Other: _____

Alternative Format

Audio (Choose One):
___ JAWS
___ Screen Reader
___ Human Reader

Assistive Technology/Equipment

Other: _____
___ Braille
___ Large Print
Size: _____
___ Scribe-human
___ Flash drive
___ Dragon
___ Computer
___ Calculator
___ CCTV

→ TO BE COMPLETED BY INSTRUCTOR

Name: _____ E-Mail: _____@emich.edu

Phone #: _____ Office Location: _____

How will the tests be delivered to Cate Lab? E-Mail ☐ Instructor Delivery ☐

How will the tests be returned to you?

Scanned and Emailed ☐ Instructor Pick Up ☐ Instructor Mailbox (within 48 hours) ☐

What is the standard exam time for this test?

30 min ☐ 50 min ☐ 75 min ☐ 90 min ☐ Other: _____

Date of Test	Day of Test	Time Test Begins		Date of Test	Day of Test	Time Test Begins

Approximately 3 business days before each exam, the Cate Lab will email instructors a reminder about exams and will require that you indicate allowable materials for respective exams.

Special Notes: _____