Accommodated Testing

SHAC Testing Services is a proctoring resource for PSU students registered through the Disability Resource Center (DRC) when faculty are unable to provide appropriate testing accommodations.

For questions about accommodations, please contact the DRC at 503-725-4150. For questions about testing procedures, contact SHAC Testing Services at 503-725-5301.

Approval for Proctoring

Students must:

- Complete the Service Request Form online at the beginning of each term.
  - For questions, help updating, or entering Service Requests please contact the DRC by phone at 503-725-4150, or by email at drc@pdx.edu.
  - SHAC Testing Services is unable to schedule accommodated testing appointments until a Service Request has been completed for the term.
- Meet with instructor(s) at the beginning of the term to discuss the testing process and accommodations for testing.
- Schedule testing appointment(s) by contacting SHAC Testing Services directly.
- Communicate appointment date(s) and time(s) with instructor(s). SHAC Testing Services does not contact instructors to inform them of testing appointments. Students must notify instructors of their appointment time(s) so the instructor knows to send the exam materials to SHAC Testing Services.
- Arrive on the test date with a valid photo ID and test materials allowed for the exam.

Appointments

- Appointments are required and available as space permits.
- All exams must be taken within SHAC Testing Services business hours (Monday-Friday, 9:00 AM – 5 PM).
- Appointments must be scheduled at least 7 days in advance of the desired testing date.
- Failure to comply with registration policies may result in the inability to test with SHAC Testing Services.

SHAC Testing Services fills quickly for testing appointments, especially for finals week. It is advised that students plan their testing appointments for the term in advance, which allows time for students, faculty, and the DRC to find alternative proctoring arrangements when SHAC Testing Services is full for appointments.

Scheduling Appointments

To schedule an appointment with testing accommodations:

- Call 503-725-5301.
- Email testing@pdx.edu.
- Come into our office (University Center Building, 527 SW Hall St., Suite 340).

Rescheduling or Cancelling Appointments

If you cannot take the exam at the original scheduled time:

- Notify faculty as soon as possible about any changes to testing appointments.
- Contact Testing Services to cancel or reschedule the appointment.
Testing Policies

- Valid photo ID is required prior to testing.
- Only permitted testing materials are allowed in the testing room.
- All personal items and prohibited materials must be stored in lockers prior to testing. Lockers are free and secure.
- Prohibited items include, but are not limited to:
  - Cell phones, pagers, and other electronic and recording devices.
  - Watches, fit-bits, and electronic bands.
  - Hats.
  - Bags.
  - Food (including candy and gum).
  - Beverages (including water).
  - Any unauthorized testing aids.
- Testers may not access personal items, or leave the building, at any time during the exam.
- Time warnings will not be provided. Test takers are responsible for monitoring their testing time.
- Testing must be completed by 5 p.m.
- Tests will not be administered past the deadline set by the instructor or institution.
- SHAC Testing Services provides pencils, scratch paper (if allowed), and noise reduction devices.
- Testing rooms are monitored by closed-circuit cameras.
- Testing Services is a fragrance free environment.
- Children cannot enter the testing room and cannot be left unattended.

Academic Dishonesty and Cheating

The Student Code of Conduct provisions regarding disruptive behavior and academic dishonesty apply to exams administered at SHAC Testing Services. Students must abide by Portland State University's Code of Conduct and SHAC Testing Services Policies. Violations will be reported to the University Conduct and Community Standards office and the instructor.

Cheating includes, but is not limited to:
- Having non-permitted items in the testing room.
- Going beyond the allotted testing time.
- Accessing prohibited materials during testing.
- Giving or receiving help from other students.

Linked Content URLs:
Disability Resource Center – https://www.pdx.edu/drc
DRC Online Services: https://denali.accessiblelearning.com/PDX/
Portland State University Code of Conduct - https://www.pdx.edu/dos/psu-student-code-conduct