

Reserving Individual Testing Rooms in Vet Med Library

Individual testing rooms in the Vet Med Library include: A-121, A-122, A-123, A-124 (wheelchair access), A-125, and A-126.

All testing rooms are reserved through Student Services for one of two reasons:

Reason 1: Individual testing rooms are needed for Student Accommodation: Course instructor should email Student Services with request for testing accommodation after being notified by Disability Services Office (<http://www.ncsu.edu/dso/>) of a student with accommodation. It is recommended that instructors email Student Services once at the beginning of each semester with the name of each student who requires testing accommodation. **Student Services should not be told the student's disability but only the allowed accommodation (ie: double test taking time, etc.) and that the specific student should be allowed to schedule individual testing rooms for the semester.** Student Services will maintain a list of students who are authorized to schedule a separate testing room.

Instructors please send requests to: Natasha.Dillon@ncsu.edu. Requests must include course name and number, instructor, student name and semester for which the accommodation applies. Student will then be responsible for scheduling a room at **least one day in advance of the test date** with Natasha.Dillon@ncsu.edu as needed throughout the semester.

Test Scheduling and Test Distribution Process

1. Instructor emails Student Services at the beginning of the semester with information outlined above for student requiring individual testing.
2. Student schedules room (at least one day in advance) with Student Services (see above) and notifies instructor of date, time and room.
3. Student Services emails test scheduling confirmation to Instructor and Library Staff.
4. Instructor secures test in an envelope with student name, course title, instructor name, date, start time and length of time for test on the front of the envelope.
5. Instructor brings test to Library Service Desk to leave with library staff. Library Staff will secure test until picked up by student. A test picked up from the Library Staff **MUST** be returned to the Library staff after completion.
6. Student will pick up "Test In Progress" sign from Library Staff.
7. Student will take sign and test to assigned room and place sign on outside of room. This will ensure that the student is not disturbed while taking the test.
8. Student picks up test from Library Service Desk. Student must show ID to pick up test. Library Staff will note pick up time from student's watch on front of envelope.
9. Student will take the test in the assigned room.
10. Student will return the "Test in Progress" sign and test to Library Staff when their allotted time is over or they complete the test, whichever comes first. Library staff will have the student sign the sheet and note on envelope the time that the test was returned using the same timepiece used during test sign out. Library Staff will seal the envelope and secure the test until picked up by instructor.

11. Instructor may pick up completed test from Library Service Desk during regular library hours.

Reason 2: Student needs to make up a missed test and instructor wishes it to be taken in a library testing room. Course instructor should notify Natasha.Dillon@ncsu.edu via email with permission for student to schedule a make-up test in the library on a certain date and any other pertinent information. Student will then be responsible for scheduling a room at **least one day in advance of the test date.**

Test Scheduling and Test Distribution Process

1. Instructor emails Student Services as needed with information outlined above for student requiring individual testing.
2. Student schedules room (at least one day in advance) with Student Services (see above) and notifies instructor of date, time and room.
3. Student Services emails test scheduling confirmation to Instructor and Library Staff.
4. Instructor secures test in an envelope with student name, course title, instructor name, date, start time and length of time for test on the front of the envelope.
5. Instructor brings test to Library Service Desk to leave with library staff. Library Staff will secure test until picked up by student. A test picked up from the Library Staff **MUST** be returned to the Library staff after completion.
6. Student will pick up "Test In Progress" sign from Library Staff.
7. Student will take sign and test to assigned room and place sign on outside of room. This will ensure that the student is not disturbed while taking the test.
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11. Instructor may pick up completed test from Library Service Desk during regular library hours.

Important Notes

Individual testing falls under the University Standards of Conduct. The CVM policy is available at: <http://www.cvm.ncsu.edu/academicaffairs/conduct.html>. Neither Student Services staff nor Library staff will proctor the test or monitor the time allotted for the test in any way. The student is responsible for wearing a watch so that they may monitor their own time. Instructors are responsible for providing all test instructions to students and test proctoring/monitoring if necessary. Student Services and Library staff are unable to answer student questions regarding test content.

Student is responsible for providing all equipment and supplies necessary to complete the test. Neither Student Services staff nor Library staff will provide pens, paper, calculators or other equipment to the student unless it is technology equipment normally loaned by the Library in which case the test envelope should indicate that technology is permitted.

There are computers in each of the library testing rooms. It is a violation of the Standards of Conduct for a student to use the computer equipment unless expressly authorized by the instructor. September 2010