



New Mexico State University Grants  
1500 Third St.  
Grants, NM 87020

## Accommodated Testing Procedures

*Testing accommodations apply to any test/quiz intended to be completed in a single session. Examples include exams, midterms, quizzes, pop quizzes, and finals.*

When you give an Instructor Notification Memo to an instructor, privately discuss with them who will be responsible for scheduling testing so that everyone is on the same page. Often, the student will think the instructor is going to schedule the testing while the instructor thinks the student will.

Instructors are welcome to provide accommodated testing for students themselves if they wish. If instructors do not wish to provide the accommodated testing themselves, the Testing Center is able to provide accommodated testing.

Occasionally, the Testing Center will not be able to proctor for these students due to GED, HESI, or CNA testing. In this situation, students will need to make alternate arrangements with their instructor.

Students who **have** a test reader, scribe, or the use of Dragon NaturallySpeaking or Natural Reader as testing accommodations will most likely need to schedule their test with the Testing Center.

In order for exams/quizzes to be administered at the same time as they are given to the class, they need to be scheduled with the Testing Center at least **3 business days in advance**. Exams/quizzes may still be scheduled with less than 3 business days' notice, but scheduling will be subject to staff availability and may not take place at the same time as the in-class exam/quiz.

Exams/quizzes can be scheduled for the whole semester as soon as dates are known, if desired.

**Exams/quizzes in courses that have test times that will finish after 5:00 pm will have to be administered either earlier the same day or the day after if using the Testing Center.**

Extra time is calculated from the total amount of time given to students without accommodations to take the exam/quiz.

Students are only allowed materials needed for the exam. Extended time is calculated from the time the exam/quiz is scheduled to begin. This means students who are late are only allowed the time remaining to complete the exam/quiz. The Testing Center will work, within reason, with faculty and students to ensure that students have the requested testing time.