



CASAS TESTING CENTER

ESSENTIAL INFORMATION FOR FACULTY

(ver: 8.22.2024)

Testing Accommodations

- Apply to quizzes, tests and exams
- May include extended testing time, reduced-distraction testing environment, use of a scribe or reader, etc.
- Students with testing accommodations don't have to test at CASAS, in which case professors are responsible for providing all accommodations.

Student Eligible to Test at CASAS

- Students approved for testing accommodations due to a documented disability or being an eligible English language learner

Location / Testing Hours

- Buley Library 3rd floor
- Fall & Spring Semesters: 8:30 am – 8:00 pm Mondays through Thursdays; 8:30 am – 4:30 pm on Fridays
- Finals Week (Mon. - Fri.): Morning (9:00 am) and afternoon (1:30 pm) testing blocks
- Summer & Winter Intersessions: Special schedule

Testing Dates & Times

- To the extent possible, students should test at the same time as their peers in the classroom, unless
 - The class starts at 8:00 am, ends after 8:00 pm, or takes place on weekends, or
 - The student would miss the lecture portion of that day's class or would be late to their next class if using extended time

Testing Requests

- Students submit through Accommodate as soon as possible but at least 7 days in advance (2 days for intersession classes)
- Professors may allow testing at CASAS with less notice if they submit a *Testing Accommodation Exception Form* for the student

Professor Responsibilities

- Approve student testing requests in Accommodate and submit all testing materials as soon as possible but at **least 24 hours** before the scheduled testing time.
- Delays may result in students having to test at a later time or on a different date.

Approving Testing Requests & Uploading Testing Materials

- Log onto **Accommodate** through "My SCSU Apps."
- Click on "**Courses**" in the left-hand navigation bar.
- Select the current semester from the pull-down menu and click **Apply Search**.
- Click on the applicable course.
- Click on "**Alternative Test Room Bookings**" in the menu bar at the top.
- Click on the student's name.
- Complete the "Faculty Section," including any special instructions for proctors.
- To upload testing materials, click "**Upload New Exam**," then title the exam, attach all documents, enter the testing date (twice), and click **Submit Request**.
- Complete the "Contact Information During Exam" section, approve the testing appointment, and click **Submit**.

For Questions or Assistance

- Contact **Dexter Rodriguez** at (203) 392-5956 or rodriguezd9@southernct.edu.