Alternative Testing – Keene

Alternative Testing exists to fill two needs – accommodations required by an ed. plan and make-up testing. The first may be students who need additional time, read-alouds or a quiet place in which to test. The second is for students who missed or will miss an exam and need a proctored situation in which to test.

Procedure
1. Instructor makes accommodation based on student disclosed ed. plan. Instructor notifies Ivy Downing or Chris Fleming and leaves test. Student is instructed to contact Ivy or Chris to arrange a time. Log is filled in.

2. Make-up testing – student makes arrangements with instructor who notifies Ivy Downing or Chris Fleming and leaves test. Student is instructed to contact Ivy or Chris to arrange a time. Log is filled in.

Tests can only be proctored at a time when the Academic Center is open and for a long-enough time that the test can be completed. Instructors leave specific instructions about time limits, open or closed book or notebook, use of notes, calculators etc. This sheet is available on the RVCC website under Faculty/Staff Resources.