

Access Services

Accommodated Test Scheduling Procedures

- It is the student's responsibility to schedule their tests in a timely manner through the Testing Center and/or make arrangements with their instructors in advance for online exams. The Testing Center is located on the second floor in the Humanities and Student Services Building, Room 222, 360-475-7238, or TestingCenter@olympic.edu. For more information and office hours go to their web page at olympic.edu/TestingCenter.
- Testing rooms and times are limited. Students are scheduled on a first-come, first-served basis. The sooner the exam is scheduled, the better the opportunity students have of getting a preferred time slot. Every effort will be made to schedule the test at the same time (or before) it is being administered to the rest of the class.
- Failure to schedule tests in a timely manner may impact the accommodation.
- Students will receive a Make-up and Access Testing Support Form from the Testing Center at the time the appointment is made.
- The form will have the date and time of the test and should be given to the student's instructor as soon as possible. The instructor will initial it, indicate specific test instructions, and route it with the exam to the Testing Center at least 24 hours prior to the scheduled time. E-mailed exams, along with an electronic version of the Make-up and Access Testing Support Form with instructions is encouraged.
- Students are required to present picture identification when they arrive for their scheduled appointment. Only the items/information listed on the card by their instructor will be permitted. The exam will be stopped at the end of the approved time limit.
- Tests are secured throughout the testing process and will not leave the designated testing area. Student violation of this procedure may result in an invalid test.
- If a student misses his/her scheduled test time, or is more than 30 minutes late, the test will be returned to the instructor.