



Out of Class Testing (OCT) is available for students with an approved exam accommodation by the Center for Access (w)-3 ibignDgGAD- (Resource) (0512) (The Administration) of OCT exam accommodations at the SLU-Madrid Testing will adhere to the following guidelines and procedures.

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1. The OCT will take place in the SLU-Madrid Testing Center in Manresa Hall.
  2. Faculty must request a testing space on behalf of their students. All \_\_\_\_\_ OCT requests made less than one week before the requested date will not be scheduled and/or may experience a delay in scheduling.
  3. \_\_\_\_\_ Students should arrive at the scheduled time for their examination. Testing rooms are often booked consecutively, thus, students who arrive after the scheduled start time may not be able to take their examinations or may have less time for the exam. These cases will be evaluated on a case-by-case basis by the testing center supervisor.
  4. After receipt of the OCT request form, the Testing Center will send a confirmation email to the student and the instructor. \_\_\_\_\_ . If the student 6. Before entering the exam room, students will be required to de electronic devices (such as personal computers and tablets, mobile phones, and smartwatches) in a locker and/or with the Testing Center supervisor when a locker is not available.
  7. The professor is responsible for providing a copy of the exam before the testing period. The student is responsible for providing the necessary materials, including Student ID, writing instruments, erasers, blue

examination books, calculators, additional calculator batteries, rulers, and laptop chargers (among other items). If the student requires specific equipment (e.g., a laptop without an internet connection), this must be clearly stated on the form requesting OCT. It is strongly recommended that the student and professor agree upon any materials needed prior to submitting the Request Form, since the use of materials not included on the form will not be permitted.

8. Completed tests/exams will be maintained by Testing Center staff in the SLU-Madrid Library. Instructors should pick up their students' exams during regular Library office hours.
9. Breaks during exams will be permitted under the following circumstances:
  - a. When the exam duration exceeds 90 minutes. Students may request to go to the bathroom or get a drink of water. The testing session will not be extended to compensate for the breaktime.
  - b. When the student has been authorized for a \_\_\_\_\_ accommodation. (See "Additional Accommodations and Special Testing Needs: Stop-the-Clock" Accommodation)
  - c. During a break, students are permitted to use a cell phone for \_\_\_\_\_.

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Students are not allowed to use any electronic devices in the Testing Center area or while taking an exam, unless authorized by an instructor and/or CADR as part of an approved accommodation. Electronic devices such as personal computers and tablets, mobile phones, smartwatches, and calculators.

1. Students must deposit all electronic devices in a locker and/or with the Testing Center supervisor when one is not available.
2. Students who attempt to use an electronic device during an exam without prior authorization will be subject to immediate suspension of the testing session. The Testing Center staff will consider this to be violation of the

132:957 ~~Academic Integrity Policy and will be reported to the appropriate regulatory agency (34 CFR 101.31 (e) - 3.42-3.6 (n) 5.103 (M) 2)~~

- d. When the break is over, the Testing Center staff member will record the time of return, the duration of the break, and will extend the testing session for the corresponding amount of time.
- e. Students who exceed the agreed upon time for a break, or who engage in behavior that may cause suspicion of cheating or academic dishonesty may not be permitted to return to the testing session, at the discretion of the Testing Center staff. Excessive bre