



Hudson Valley Community College

Division of Student Services
**Center for Access and Assistive Technology
(CAAT)**
Campus Center, Room 130

Office: (518) 629-7154 Fax: (518) 629-4831 TDD: (518) 629-7596

TABLE OF CONTENTS

Overview of Testing Accommodation Process.....	2
Guidelines for Alternative Testing Services.....	3-4
Delivery of Exams.....	5
Sample of Examination Proctoring Checklist Form	6
Sample of Policies & Procedures for Testing.....	7
Information & Location of CAAT Staff	8

OVERVIEW OF TESTING ACCOMMODATION PROCESS FOR STUDENTS AND INSTRUCTORS

1. Student must self-identify at the Center for Access and Assistive Technology for all medical, physical, psychological and learning diagnoses. The CAAT is located in the Campus

FOR ALTE GUIDELINES

Delivery of Exams to the CAAT

Exams are delivered to the CAAT in one of three ways; digitally via our online reservation system, emailed to drctests@hvcc.edu or dropped off in our office. **Digital deliveries through the reservation system is the preferred method.**

Faculty may deliver exams to the CAAT during operational hours of the center. All exams submitted to the CAAT must include a completed Proctor Checklist Form for each student taking the exam. The test or quiz, along with a Proctor Checklist Form for each student, should be submitted in an email and sent to: drctests@hvcc.edu

The Proctor Checklist Form can be found on the HVCC website - www.hvcc.edu , and accessed by clicking on the following:

Faculty & Staff
Forms/Documentation
Under the heading Center for Access and Assistive Technology
Exam Proctoring Checklist

Please ensure tests and quizzes are delivered in a timely fashion. Tests and quizzes must be received at least one day prior to test administration. During the final week of the semester, the CAAT requires all tests, quizzes and exams to arrive one week prior to test administration. Failure to submit exams in a timely manner may negatively affect the testing process.

CENTER FOR ACCESS AND ASSISTIVE TECHNOLOGY EXAM PROCTORING CHECKLIST

Professors/Instructors are responsible for filling out the top half of checklist and
returning the form to the Campus Center, Room 130
Office: (518) 629-7154 TDD: (518) 629-7596 Fax: (518) 629-4831

Student Name_____

Instructor 's Name_____

Course Name, Number & Section_____

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CENTER FOR ACCESS AND ASSISTIVE TECHNOLOGY (CAAT)

**Alternative Testing Policies and Procedures:
Student Contract**

1. No tests will be given before 8:00 a.m. Students may not change the testing times without speaking to the CAAT Staff, and receiving prior permission from their instructor.
2. Studen1 Tf0 6k

