

## The Test Lab Haymond 202

### The Test Lab serves the campus in three ways:

- 1) Students with diagnosed disabilities may request the use of the Test Lab for the provision of extended time and other special testing accommodations that are indicated by documentation submitted by the student.
- 2) Students currently or previously enrolled in the College's ESL Program are eligible to receive testing accommodations.
- 3) By special request, a member of Wesleyan's faculty may arrange for a student to take a make-up test to be proctored by the Test Lab Coordinator on duty.



The Test Lab  
Ext. 8560

### Note Use Policy:

The notes on file in the Test Lab are to be used by three groups of students:

- 1) Students with diagnosed learning disabilities who are enrolled in the Learning Center.
- 2) Students enrolled in the ESL Program (when notes are available because a student with a diagnosed learning disability previously requested them for the semester).
- 3) Students that have documentation of an extended illness or serious injury.



Learning Center  
West Virginia Wesleyan College  
59 College Avenue  
Buckhannon, West Virginia 26201

(304) 473-8560  
Email: [testlab@wwwc.edu](mailto:testlab@wwwc.edu)



Learning Center

Test Lab

Haymond  
202

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# Frequently Asked Questions

## Taking Exams

### ***Who can take exams in the Test Lab?***

Students with diagnosed learning disabilities, students who speak English as a second language, or students who have made arrangements with the professor to take a make-up exam.

### ***Will I be able to walk in without notice and take the exam?***

Students schedule appointments to take quizzes and tests. First, make arrangements with the professor, and then call the Test Lab, ext. 8560, to schedule an appointment at least 24 hours in advance.



### ***Can I take a test in the evening?***

Tests may be taken from 8:00 am to 5:00 pm. All tests begin no later than 3:00 pm so that testing will be completed by 5:00 pm.

### ***May I take an exam any time I want?***

Students schedule exams at the same time the class meets unless there is written approval from the professor to take the test at a different time. Make-up exams can be scheduled at any time, unless the professor indicates a specific time to take the exam.

### ***How do I know if my exam will be in the Test Lab when I get there?***

It is your responsibility to talk with your professor about how your test will be delivered to the Test Lab and to let the Test Lab know what arrangements have been made.

## Notes

### ***Who can use the notes in the Test Lab?***

The notes are for students with diagnosed learning disabilities. Students in the ESL Program may use notes that have been requested by a student with a documented learning disability. If you have an extended illness or injury that keeps you from taking notes, then you may receive permission to use the notes you have missed (medical documentation required).

### ***Can I come to the Test Lab to get a photocopy of the notes for the class that I missed?***

Most of the time, notes are re-worked by hand or word processor. Students whose educational/medical documentation indicates that copies of notes should be provided will receive photocopied notes.

### ***How do I sign up for a note-taker?***

If you are a student with a learning disability, come to the Test Lab to complete a short "Request for Notes" form. You will be notified as soon as the notes are filed.

### ***I am enrolled in the ESL Program. How do I request a note-taker?***

International Students are welcome to use any notes in the Test Lab that have been requested by a student with documented learning disabilities. If the notes are not available in our lab, please work with your professor to determine an alternate means of obtaining class notes. You may also pay the note-taker fee for class notes if the notes are not available.



## Final Exams

### ***Can anyone take a final exam in the Test Lab?***

Students with diagnosed learning disabilities and students who speak English as a second language may take their final exams in the Test Lab in order to receive extended time. Other students may make arrangements to take a final exam in the Test Lab if there are extenuating circumstances.

### ***Do I have to make an appointment to take a final exam?***

All students who plan to test in the Lab should schedule an appointment. Students with learning disabilities and International Students who regularly use the Test Lab will receive a "Final Exam Reservation" form about two weeks before exams begin.

### ***Can I take the exam at any time?***

Final exams will be given at the designated time. An exam time cannot be changed without prior written approval from the professor. If you arrive over 15 minutes late for your exam, you will not be able to test in our Lab.

### ***Can I take a make-up test from the semester during the final exam period?***

Make-up tests should be completed before final exams begin. The Lab is usually opened the Friday after the final exam period for students to finish make-up testing (with permission from the professor).

