

Learning Access Program Testing Procedures

Scheduling an Appointment:

As soon as you are notified by the professor that a test is scheduled for a particular date, please work with your faculty to complete this form. The Learning Access Program requests 2 business days' notice to adequately accommodate your testing request.

1. Obtain a [Testing Accommodation Scheduling Form](#) online or in the Learning Access Program office, Main Campus, ground floor of the library, E-080.
2. Meet with your professor to identify the date, time and instructions that you will need for the exam. **The professor will need to complete and sign the form and then return it to you either in person or electronically.**
3. Log into the Accommodate portal, select the Testing Room tab, click the New Booking Request, select the course you will be taking the exam, and enter the information that was discussed with your professor.
4. After checking the open availability, select the date and time that you will be taking the exam.
5. Confirm your exam booking by completing the testing appointment form and return it either in person or email it to laptesting@stockton.edu. Attach the completed Testing Accommodation Scheduling Form. Make sure all required information is submitted; incomplete forms will not be accepted.
6. Your testing appointment request will be reviewed, and you will receive an email confirmation of your testing appointment booking to your Stockton email.
7. Once the test is scheduled with the Learning Access Program it may not be changed by the student. If you arrive more than 20 minutes late, the professor will be contacted to provide permission for you to start the exam late. If you need to change the date or time of your scheduled testing appointment, you will need written permission from your professor, and this must be sent to laptesting@stockton.edu.

Testing Center Schedule

Monday – Friday 8:00am – 4:00pm

Testing Room Policy:

- Any unexcused lateness may prevent me from taking my exam.
- Personal items, including cell phones, smart watches, ear buds and other unapproved electronic devices, will be secured in a locked box for the duration of the exam. Students are not permitted to have these items on their person and/or in their bag.
- Academic honesty will be upheld while in the testing center. In the event that a student demonstrates academic dishonesty while taking an exam, the exam may be stopped, and a detailed report of the incident will be provided to the instructor.
- Students who do not have an approved accommodation to temporarily leave the testing room may not leave the room during an exam unless their professor has indicated this permission on the testing form.

Thank you for your time and cooperation. This process will help to ensure that accommodations can be provided during your test.

Learning Access Program: Testing Accommodation Scheduling Form

Student Portion:

Student Name: _____ Z# _____

Course Name: _____ Faculty Name: _____

Testing Room Rules:

1. For exams announced in advance, students should provide the test scheduling form to their professor at least 4 days before the exam. Once the form is complete, students are responsible for scheduling their exams/quizzes in Accommodate at least 2 days in advance and to email the testing form to LAPtesting@stockton.edu. Weekly quizzes can be scheduled for the same day/time using one form, but each quiz will need to be scheduled in Accommodate.
2. Store all phones, smartwatches, Meta glasses, and earbuds in lockers before and during testing. Hang all bags, coats and other belongings on the hooks provided.
3. No food allowed unless noted in accommodations; drinks permitted.
4. Academic dishonesty will result in exam termination, removal from the room, and professor notification.

Student Initials: _____

Faculty Portion:

Professors must email their contact information, including a cell phone number, to LAPtesting@stockton.edu so they can be contacted with student questions during an exam. Any changes to exam parameters must be communicated by the professor to the Learning Access Program. Adjustments to test dates or times are subject to availability.

Exam/Quiz Delivery:

- ☐ professor will drop off to E-080
☐ professor will email to LAPtesting@stockton.edu
☐ exam is on computer program (Blackboard, Wiley Plus, etc.)

Exam/Quiz Return:

- ☐ professor will pick up in E-080
☐ student will submit on the computer program
☐ student will deliver in a sealed envelope to divisional office _____ ex. (ARHU, K-150: BUSN, H-118, etc.)

Exam Parameters:

Date of exam/quiz: (ex. 9/8/2025) _____ Start Time: _____

Number of minutes given to class: _____ minutes

Will you allow time beyond approved accommodation? Y N maximum # minutes allowed: _____

Please indicate what the class will be using for this quiz/exam:

- | | | | | |
|--|--|--|--|--|
| ☐ calculator | ☐ blue book | ☐ scantron | ☐ scrap paper | ☐ personal computer |
| ☐ open book | ☐ typed notes, 8.5X11 | ☐ handwritten notes, 8.5X11 | ☐ notebook/folder | |
| ☐ digital notes | ☐ 3X5 card | ☐ visual aid | ☐ other _____ | |

Professor Initials: _____

Official Use

Student Name: _____

Start Time: _____ End Time: _____ Completed Time: _____

Proctor Initials: _____