



# CONNECTICUT COLLEGE

## STUDENT ACCESSIBILITY SERVICES

### Use of Computers for Class Tests

Some students registered with the Office of Student Accessibility Services have been approved for the test accommodation allowing the use of a computer. A few students have approval to use their own computer for disability-related reasons. All other students must make arrangements through the Office of Student Accessibility Services to borrow a secure computer from the College. Approved test computers will have an "SAS" sticker on the cover of the computer. Students must contact the Office of Student Accessibility Services to request a laptop and USB storage device be provided by the Office of Students Accessibility Services for the use in a room to be specified by faculty.

Students who have been approved to use a computer on class tests, as well as the instructor of the affected course, should **review the following procedures**.

Students are responsible for the College computer while it is in their possession. Replacement of a lost or damaged computer will be at the student's expense. The computer is expected to be returned within 24 hours of borrowing it.

#### Planning for the Test

When faculty announce a class test, students will inform faculty of their intent to use a computer to complete all or part of the test.

Faculty will determine with each student where and when the test is to be completed as well as how it should be returned (in what format: USB storage device and/or a hard copy). If a hard copy of the completed test is to be returned, faculty will specify the printer to be used.

Students must send an email request to [sas@conncoll.edu](mailto:sas@conncoll.edu) to borrow a laptop computer at least two business days (SAS is closed on weekends) before the scheduled test. The faculty member must be copied (cc'd) on the request. SAS will then send a confirmation email to the student and copy the faculty member.

#### Taking the Test

At a time to be arranged with the Office of Student Accessibility Services, the student will pick up a laptop computer in the Student Accessibility Services office in the Shain Library, room #236.

Students will report to the test site and complete the test as agreed beforehand with the faculty member. Professors who choose to have the student take the test in the ARC must make test arrangements directly with ARC staff.

*ARC test procedure: Students first pick up the computer from SAS and then pick up and return the test to the designated ARC staff member.*

Students must adhere to the Honor Code and may be asked to sign the pledge on the hard copy of the test provided by the professor. Students should save their responses to the USB storage device throughout the test period in case of a power failure or emergency.

Upon completion of the test, save it to the USB storage device again, and open the USB storage device to verify that your responses have been saved there.

The Honor Code requires that the student fully delete all instances of the test material from a personal hard drive, USB or other storage media immediately following the submission of the test. Failure to do so may result in a case being filed with the Honor Council.

#### Returning the Test

Students taking the test outside of the ARC are responsible for returning the completed test as arranged by the faculty member.