



CONNECTICUT COLLEGE

STUDENT ACCESSIBILITY SERVICES

Use of Computers on Class Tests

Some students registered with the Office of Student Accessibility Services have been approved for the testing accommodation of using a computer. A few students have approval to use their own computers for disability-related reasons. In all other cases, students must meet with each individual instructor to obtain permission to use their own laptop computers to take in-class tests. If permission is not given, arrangements can be made through the Office of Student Accessibility Services to borrow a secure computer from the college. Either faculty or students may contact the Office of Student Accessibility Services to request that a laptop and USB storage device be provided by the Office Student Accessibility Services for use in a room to be specified by faculty.

Those students who have been approved to use a computer on class tests and the instructor for the course affected should **review the following procedures**, which have been jointly developed by the Offices of Instructional Technology and Student Accessibility Services and reviewed by the Academic and Administrative Procedures Committee (AAPC):

Students are responsible for the College computer while it is in their possession. Replacement of lost or damaged computers 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 whether the student should (1) use his/her own computer or (2) place a request with Student Accessibility Services to arrange for the student to borrow a laptop computer and USB storage device. **Students must place a request to borrow a laptop computer at least 48 hours before the scheduled exam.**

The student and faculty will determine 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 hard copy, where and/or to whom). If a hard copy of the completed test is to be returned, the printer to be used should be determined as well.

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. The laptop computer should be identified with the name of the student, and have the password identified inside.

The student will report to the test site and complete the test as agreed beforehand with the faculty member. Students must adhere to the Honor Code and may be asked sign the pledge on the hard copy of the exam provided by the professor. Students should save what has been written to the USB storage device frequently throughout the test period in case of a power failure or other emergency.

Upon completion of the test, save to the USB storage device again and open the USB storage device to verify that your response has actually been saved there.

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

Returning the Test

The student is responsible for returning the completed test as arranged with the faculty member.