

Access & Disability Services

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UNIVERSITY OF
ST. THOMAS

ACCESS & DISABILITY SERVICES

GENERAL TESTING POLICY

1. Faculty are requested to deliver or email the test to the Testing Center at least 24 hours in advance of the scheduled testing time to ensure the student can begin testing on time.
2. All tests are secured in a testing file cabinet until test administration.
3. All instructions for the administration of the test are strictly followed. Any change or deviation from the instructions will be noted on the test cover sheet.
4. Faculty are asked to retrieve the completed test from the Testing Center as quickly as possible after the administration of the test.
5. On the last day of each semester, any faculty member with tests still at the Testing Center will be notified as a reminder to collect tests before closing time.

GENERAL SCANNING POLICY

1. The scantron service is utilized to automatically read bubble sheets and return results to the instructor. The Testing Center offers faculty members access to scantron scanning.
2. Faculty wanting to have scantron sheets scanned in the Testing Center have the ability to do so directly with self service access.
3. Blue scantron answer sheets for "right-wrong" scoring.
4. Red scantron answer sheets for reports: Individual test results, individual item response report, item analysis report, relative frequency distribution report, absolute frequency distribution report, and test score distribution report.