



TESTING CENTER
(713) 525-3160
career.services@stthom.edu

STUDENT TEST POLICY
(For Faculty)

Testing accommodations are provided at the Career Services and Testing Center. The Career Services and Testing Center (CSTC) is located at 3909 Graustark on the second floor of Crooker Center. The Center has a limited number of carrels for testing, and there are certain times of the semester when all carrels are scheduled for the entire day; consequently, this policy is designed to help ensure that testing is conducted effectively and that the Center runs efficiently.

1. Once the faculty member approves a student request to test at the Testing Center, the student should be informed that he/she must contact the center as soon as possible to schedule a time to take the test. The Center works on an appointment basis and administers exams during regular office hours. The student is responsible for making his/her own appointment by speaking with a Testing Center staff member.
2. Students are allowed to reschedule a test appointment one time if special circumstances arise that prevent them from keeping the appointment and if the change does not violate the instructor's directions or test deadline. If the student misses the original appointment and the re-scheduled appointment for a test, the test will be returned to the faculty member.
3. The faculty member should make arrangements to deliver the test and other testing materials, including blue books and scantron answer sheets (please contact the Center if you are unsure of which scantron to use), if needed, to the Testing Center. It is not recommended that exams be sent through campus mail.
4. Each test should have the Testing Center cover sheet attached. The cover sheet is available in the Testing Center and on the Career Services and Testing Center website, or can be sent via email upon request.
5. Due to space constraints and to protect the integrity of the examinations during finals, only students with an accommodations letter on file with the Counseling and Disabilities Services Office and those with overlapping exams or three final exams on one day (as outlined in the University Catalog) will be allowed to test in the Center.
6. During final exams and occasionally other busy testing times, students that arrive late for tests can be allowed only the time that is still available for their appointment, or they may be asked to reschedule. A reschedule requires the professor's approval.
7. Arrange to collect the test as quickly as possible after completion.