

ADS Testing Center

Doherty Library, Room B03

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UNIVERSITY OF
ST. THOMAS

ACCESS & DISABILITY SERVICES

Student Policy: ADS Testing Center

The ADS Testing Center is committed to providing a fair and equal testing experience for all students registered with the center. To ensure a positive experience for all, students must adhere to the following policies:

1. **Registration:** Students must be registered with the ADS Testing Center in order to schedule an exam. Registration can be completed online through the AIM Student Portal.
2. **Scheduling:** Students must schedule their exams at least 3 business days in advance. Late scheduling may not be accommodated.
 - a. Students are responsible for scheduling exams at the scheduled class time or at an alternative time that has been previously approved by the professor.
 - b. Students are encouraged to schedule all exams at the beginning of the semester.
3. **Cancellations:** If a student needs to cancel their exam, they must do so at least 24 hours in advance. Late cancellations may result in the forfeiture of the exam appointment.
4. **Prohibited Items:** Students are not allowed to bring personal belongings such as phones, backpacks, or purses into the testing center. The only items allowed are necessary materials for the exam. Prohibited items in the Testing Center include, but are not limited to:
 - Backpacks/Purses
 - Cell Phones
 - Smart Watches
 - Food/Drinks
 - Unauthorized notes
5. **Accommodations:** Accommodations for students with disabilities must be pre-approved by the ADS Office of Accommodations and can only be provided if the student has provided sufficient documentation and been approved for accommodations.
6. **Academic Honesty:** The ADS Testing Center maintains a zero-tolerance policy for academic dishonesty. Any student found to be cheating or in violation of University policies will be reported to the professor and appropriate disciplinary action will be taken.

Location:

The Testing Center is located in the lower level of Doherty Library, Room B03.

Testing Hours:

9:00 AM – 4:30 PM Monday-Friday (last test administered at 2:30)