

Testing Center Procedures for ACCESS Faculty & Staff

ACCESS (Accommodations at Collin College for Equal Support Services) Testing

- Accommodation must be approved by the ACCESS Office.
- Once approved by ACCESS, students with an extended time and/or less distracted environment accommodation can choose to take their test in the ACCESS Office, or in the Testing Center. *(NOTE: Most other accommodations will require the student to test in the ACCESS Office. Please follow their instructions in the AIM Portal for such tests. If you are unsure where a student should test, please check with the ACCESS office for assistance before submitting an exam to your campus Testing Center.)*
- For students who choose to take a test in the Testing Center please put “ACCESS” at the end of the name of the test you are submitting through RegisterBlast.
 - If you submit your exam through Canvas and the RegisterBlast Instructor module, please include information about the student accommodation in the notes section. If you have students who have different time limits for their accommodation, a separate submission will be needed through RegisterBlast. Put ACCESS-2 at the end of the test name in such cases. Please contact the Testing Center at your campus if you have questions about this process.
 - Be sure the calculated time is included in your submission.
 - All other instructions in the “Make-up Exam” section will apply to these exams.
 - Note: Students with accommodations who choose to test in the Testing Center will NOT count toward your five student/section/exam make-up limit.

Note: *If you have special circumstances beyond what is covered in these procedures, please discuss your needs with the Testing Center Supervisor at your campus Testing Center. They will let you know if additional approvals are needed from your Associate Dean/Director or from the Director of Testing to accommodate your needs.*