

**Blackhawk Technical College**  
**Academic Support Division**  
**Student Resource Learning Center**

**Procedure for Alternative Testing**

- Students must have an Accommodation Plan on file indicating approval for alternative testing.
- Student contacts special services staff in room 2209 at Central Campus or by calling (608)743-4422 to request testing accommodations, including any adaptive equipment they may need.
- Student contacts the classroom instructor to request testing accommodations.
- Diane Murphy sends email to the classroom instructor verifying alternative testing is an approved accommodation for the student.
- As soon as the student becomes aware of a specific test date, they sign up on the testing schedule in room 2209.
- Prior to the test date, the student should remind the classroom instructor about the alternative testing arrangements.
- Classroom instructor provides a copy of the test to special services staff.
- Student leaves the completed test in the lab and special services staff return it to the instructor's mailbox.

**Guidelines for Alternative Testing**

- All tests are assumed closed-book, closed-notes unless other directions are provided by the instructor.
- Tests must be taken on the same day and at the same time as the rest of the class.
- Arrangements for tests taken off campus or at hours other than regular lab hours must be made at least 48 hours in advance.
- Students must complete the test in one sitting.
- Book bags, back packs, purses etc. are left outside of the testing room.
- Tests are returned to special services staff as soon as the student has completed them.
- Instructors and special services staff should be given a minimum of 48 hours notice for alternative testing arrangements to be made.