

## Policy 11.00: Standardized Testing Policy

Missouri Southern State University, through the Advising, Counseling and Testing Services (ACTS), offers various standardized tests (i.e. ACT, CLEP, C-Base, etc.). Students with disabilities who require accommodations for these types of tests should contact the counselor in charge of testing (Hearnes Hall 314). The requirements and procedures for obtaining accommodations vary from test to test. Some testing agencies allow the college to determine the appropriateness of accommodations. Other testing agencies do not allow the University's counselor in charge of testing to make these decisions. Instead, the student must file his or her request directly with the testing agency.

If the testing agency defers to the University, the student should refer to Policy 3.00 on Documentation. Once the student has supplied the appropriate documentation to the Coordinator for Student Disability Services, the documentation will be reviewed. A memo of recommendation will be sent to the counselor in charge of testing. The ACTS office, in coordination with the Coordinator for Student Disability Services, will work together to ensure that appropriate accommodations are provided.

If a testing agency requires accommodations to be approved directly through their agency, the student is responsible for completing all the necessary paperwork and submitting it directly to the testing agency. The testing agency will then coordinate the actual administration of the accommodation(s).