



# CONNECTICUT COLLEGE

## STUDENT ACCESSIBILITY SERVICES

### Use of Computers for Class Tests

Some students registered with the Office of Student Accessibility Services have been approved for the test accommodation allowing the use of a College computer. Students must make arrangements through the Office of Student Accessibility Services to borrow a secure computer from the College. Approved test computers will have an "SAS" sticker on the cover of the computer. Students must **notify** the Office of Student Accessibility Services of their intent to use a computer **via email at least two business days prior to the test.**

Students who have been approved to use a computer on class tests, as well as the instructor of the affected course, should review the following procedures.

Students are responsible for the College computer while it is in their possession. Replacement of a lost or damaged computer will be at the student's expense. The computer is expected to be returned within 24 hours of borrowing it.

#### Planning for the Test

When faculty announce a class test, students will inform faculty of their intent to use a computer to complete all or part of the test.

**Faculty will inform each student how the test should be returned** (in what format: USB storage device and/or a hard copy). If a hard copy of the completed test is to be returned, faculty will specify the printer to be used.

**Students will email SAS, [sas@conncoll.edu](mailto:sas@conncoll.edu), to arrange for the computer.** The email must include, the course name, instructor, date, time, and location of the test. The faculty member must be copied (cc'd) on the request. SAS will then send a confirmation email including directions for picking up the computer.

Students must send the email request to [sas@conncoll.edu](mailto:sas@conncoll.edu) to borrow a laptop computer at least **two business days** (SAS is closed on weekends) before the scheduled test.

#### Taking the Test

Students will follow the pick-up/drop off instructions as arranged with SAS.

Students will report to the test site and complete the test.

Students must adhere to the Honor Code and may be asked to sign the pledge on the hard copy of the test provided by the professor. Students should save their responses to the USB storage device throughout the test period in case of a power failure or emergency.

Upon completion of the test, save it to the USB storage device again, and open the USB storage device to verify that your responses have been saved there.

The Honor Code requires that the student fully delete all instances of the test material from a personal hard drive, USB or other storage media immediately following the submission of the test. Failure to do so may result in a case being filed with the Honor Council.

#### Returning the Test

Students are responsible for returning the completed test as arranged by the faculty member.