

The Department of Sociology Exam Administration Policies

The following policies have been adopted by the department of sociology for the purpose of addressing and standardizing the testing accommodation and Scantron test administration processes for our department.

Testing Accommodations at the Student Testing Center

The Department of Disability Services has resources and support for students and faculty for the purpose of testing accommodations. Students with 1.5X extended time or distraction-reduced environment (DRE) accommodations typically receive testing accommodations from their instructors, as outlined in the students' accommodation letter. The University strongly recommends that you or your TA should handle this accommodation "when possible". Please email Sociology@colorado.edu, at least 72 hours in advance, to book a room for your TA to administer the accommodation (typically this will be in KTCH 371). The Student Testing Center will also schedule the rooms for you, which you can request by emailing testing@colorado.edu. If you do not have a TA, you are eligible to utilize the Testing Center for your testing accommodation needs. It is advised that if you need to utilize the Student Testing Center, that you please go out to their website, and review the processes required, as there are auto forms that you can fill out in advance that will pre-book your exams for the entire semester. The testing center requires a minimum of 5 days prior to the date of the accommodation.

If you have more involved accommodations, such as double extended time or the use of a reader, scribe or assistive technology, you will also do this through the Student Testing Center. You do this by going to the [Student Testing Center](#), scroll down to "Scheduling a test" and click on [How to schedule an exam](#). Follow the directions and fill out the student testing form.

Here are some helpful links:

- [How to schedule an exam](#)
- [Eligibility](#)
- [Student Testing Center Policies](#)
- [Student Testing Center: Faculty Info](#)

For additional support, contact the Student Testing Center at testing@colorado.edu or your Access Coordinator.

Make up exams will need to be handled by the instructor, and you should contact the front desk staff at sociology@colorado.edu to assist you with scheduling the room, though they will not be able to manage your proctoring needs for exams.

Scantron Testing Service at the Testing and Assessment Center:

If you are administering your exams using Scantron, also referred to as Optical Mark Recognition Scanning (OMR) you will need to go through the [Testing and Assessment Center](#). You can find all relevant information on the Testing and Assessment Center website. The department will cover the cost for this service for, which requires that you can email the Undergraduate Program Professional for a speedtype to pay for this with department funds. If you are intending to administer exams utilizing the OMR, it is highly recommended that you visit the Testing and Assessment Center website, and familiarize yourself with the available testing forms, as well as the scheduling, turn around time and reporting formats.