

Extended Test Time (ETT) for ESL Students

ETT (which includes both tests and quizzes) for ESL students will be managed through Academic Accommodations and Testing in the Academic Resource Center. ESL students will be granted ETT based on their academic classification each semester:

Freshman: 40% extra time

Sophomore: 30% extra time

Junior: 20% extra time

Senior: No extra time

Classifying ESL students:

Students who meet the following qualifications will be given ETT:

- 1) Student must self-identify as ESL. This is done at the admissions level.
- 2) Student attended a non-American school system or attended an American school system for less than 2 years.

Students meeting the above qualifications will be flagged in Student Central as *International ESL*.

Procedures for ESL students seeking ETT

- 1) An ESL student seeking ETT must request accommodations testing letters from the Academic Accommodations department before receiving ETT on any test. The letter indicates to the faculty that the student has been granted ETT.
- 2) Once the student has picked up the letters from Accommodations, the student will deliver each letter to his professors.
- 3) When a student requests ETT, the professor will fill out an accommodations test form, check the box indicating ETT, and deliver the test with the form to Testing. **ALL ETT tests MUST be taken on the original test day or by the end of the next day by 9 PM.** This includes Friday tests since Testing is open on Saturdays.

Exceptions to granting ETT

- 1) Tests that contain less than 50% of written words are exempt from ETT (ex. tests that are comprised of mathematical equations)
- 2) Faculty may override the percent of ETT; however, if an override is given, it is the faculty's responsibility to proctor the test. Testing will enforce the policy guidelines and make no exception for overrides. Overrides should happen on a rare occasion to avoid unfairness to other ESL students.

ETT Committee (Appeals Committee)

ESL students may request an exception to the policy guidelines for ETT by submitting a written request to the ETT Committee. Requests may be made for the following:

1. Review of the percentage of extra time the ESL student is assigned
2. Review of student's ESL status (ex. Student who was not assigned ESL status believes he qualifies for ESL status)

The committee will review the request and make a determination to grant the request. If the request is granted for more time than assigned, the committee will inform Accommodations of its decision, and revised accommodation testing letters will be provided for the student. If the request is granted for ESL status, the committee will inform Accommodations of its decision, and the Accommodation's supervisor will submit a request to add the flag of *International ESL* to the student's record in Student Central. Accommodations testing letters will then be provided for the student.