



## Learning Lab Testing Procedures

Individuals with documented learning differences may require accommodations in order to reach their academic potential. These accommodations are a tool to a child's success without changing an assignment or altering the curriculum. St. Luke's is a college preparatory school that meets all requirements for the college application process. Some teachers may suggest the student remain in class during an assessment, as long as the accommodations are met. ALL students taking an assessment with accommodations are expected to adhere to the St. Luke's Episcopal School Honor Code.

### Accommodations:

The following is a complete list of accommodations that are available in the Learning Lab. All accommodations are based on a student's psycho-educational evaluation from a licensed professional. The Learning Lab teacher, the student's teachers, and the Counselor will make the final decision on which accommodations will be granted. Please note that some recommended accommodations in the testing cannot be met.

1. **Extended Time:** The general rule is that each student has 50% of a testing period to complete an assessment. Teachers are allowed to alter the time used based on the assessment.
2. **Distraction-free:** Students will be allowed to complete an assessment in a supervised Learning Lab room. The Learning Lab has two private rooms available, but must be reserved two days prior to the test.
3. **Oral Testing:** An assessment will be read allowed. This accommodation must be scheduled three days in advance to guarantee staffing and approved by the teacher.
4. **Using a Scribe:** The Learning Lab teacher or the middle/ high school counselor may write down a student's response verbatim. This accommodation must be agreed to by the student's teacher and approved by the division director.

**Testing/Quizzes:** There are certain subjects that it is best that the student remain in class during the assessment. If a student does not complete the assessment in the time given in class, they will be allowed to complete in the lab. This is preferred by some students. If the student is not enrolled in the Learning Lab, but has signed up for "pay per test," there will be a charge of \$15.00 for scheduling and staffing.