



Establishment of a Dedicated Testing Center

22-23-10

Whereas: a core Jesuit Value of USF is *Cura Personalis* - care of the whole person, includes the physical, emotional, and financial wellbeing of USF's students; and

Whereas: according to Student Disability Services (SDS):

“The number of students registered with SDS has increased 24% over the last six and a half years to a total of 1,189 students. Data trends indicate that the caseload and request for services is only expected to grow each year. There is a strong correlation between a larger number of students registered and the number of exams Student Disability Services proctors each semester, as this number has also grown by 24%.”

Whereas: many students have accommodations for alternative testing eg., extra time, individual testing, screen readers, interpreters; and

Whereas: SDS currently proctors exams at their office on the Lower Level of Gleeson Library, a space not designed to operate as a testing center and is not ideal in terms of space or distractions. During peak proctoring periods such as semester final exams, SDS resorts to sharing the fourth floor of Gleeson Library with the adjunct faculty and booking rooms through the Events Management system; and

Whereas: The current system's inappropriate testing environments and unsustainable improvisation do not meet the needs of students with disabilities; and

Whereas: SDS director, Tom Merrell, has been advocating for a dedicated testing center space for seven years; and

Whereas: The University's acquisition of the Blood Centers of the Pacific building on the east side of Turk and Masonic ensures additional space on campus, allowing for a permanent, dedicated testing center to finally be established; and

Whereas: A dedicated testing center which accommodates and is accessible to students with disabilities would also benefit the rest of the Hilltop Campus's student body, as any student—at any time—could need proctoring to make up an exam, such as for unforeseen sickness and injury. This need has been exacerbated by the ongoing¹ Covid-19 Pandemic; therefore, be it

¹ As of January 30th, 2023, the WHO considers the Covid-19 pandemic ongoing.
[https://www.who.int/news/item/30-01-2023-statement-on-the-fourteenth-meeting-of-the-international-health-regulatory-committee-regarding-the-coronavirus-disease-\(covid-19\)-pandemic](https://www.who.int/news/item/30-01-2023-statement-on-the-fourteenth-meeting-of-the-international-health-regulatory-committee-regarding-the-coronavirus-disease-(covid-19)-pandemic)



Resolved by the Associated Students of the University of San Francisco Senate in its role as the sole representative body of all the undergraduates students of the University of San Francisco, that the following be enacted:

Resolved: Following the finished construction of the Blood Bank, the University establish a dedicated testing center with SDS guidance, including but not limited to the following parameters:

- 2 classrooms - 35 desks
- 1 small classroom - 15 desks
- Computer station - 6 desks
- 6 private rooms
- Natural light testing space areas - such as cubicles
- Other SDS requested equipment, such as wheelchair accessible desks

**full list of parameters indicated in appendix*

Resolved: The testing center be open to any student who needs an exam proctored, not just those registered with SDS.

Resolved: When not in use for exams, the testing center remains accessible to students to use as a 24-hour study space.

Submitted by:

Wanda Quan, *Students with Disabilities Representative*

Supported by:

Student Disability Services:

Tom Merrell, *Associate Dean and Director*

Jessica Kench, *Associate Director & Disability Specialist*

Rocelyn Dacre, *Disability Specialist*

Antonia DeMichiel, *Disability Specialist*

Susana Pineda, *Disability Specialist*

Melissa Bautista, *Office Coordinator*

Signed by:

Ethan Lee-Bellows,
ASUSF President



Appendix: Preliminary Parameters for Testing Center

Proctoring Spaces Needed:

- 2 classrooms - 35 desks
- 1 small classroom - 15 desks
- Computer station - 6 desks
- 6 private rooms - must include space for two people
- Natural light testing space areas - such as cubicles

Equipment needed:

- Wheelchair accessible desks
- Ergonomic chairs
- Lighting (non-fluorescent)
- In-house water fountain
- 4 ada accessible/gender neutral bathrooms
- 75 lockers (an additional phone locker station - for students who don't bring a backpack)
- Dividers between desks
- Noise canceling headphones
- Return method envelopes
- Printer/scanner
- Shredder
- Computers/laptops
- Timers
- Clocks in rooms
- Noise machines
- Lamps
- USB C ports

Testing Spaces Needed:

- Front Desk area
- Exam Start area
- Finished Exams area

Additional Staffing needed:

- Testing Coordinators (staff)
- Testing Assistants (staff)
- Graduate Testing Assistants
- Offices for staff

Multi Angle cameras in each location/rooms

Testing Center Location: Lower campus - accessible access, proximity to SDS office