

ASSESSMENT CENTER (AC)

1. The Assessment Center (AC), located in RC 114, manages limited space for students to complete assessments outside of class. The office also provides space for students who require ADA and/or Title IX accommodations.

Students set up an assessment in the AC for one or more of these cases:

- An official accommodations memo from the Student Accessibility Coordinator (accessibility@alverno.edu) that has been shared with instructor(s).
- Arrange a makeup time with instructor(s) to complete an assessment during regular class time and arrange more time with instructors. Students must email or speaking with instructor(s) to make the request. Instructor(s) must share assessment materials and instructions with the AC before an appointment can be scheduled.
- When the instructor(s) has submitted the materials, students may come directly to the AC (RC114), email assessmentcenter@alverno.edu or call (414-382-6020) to make an appointment.

Assessment Appointments

1. Checking In:

Show an official photo ID (Alverno or State-Issued). Power-off, or silence phone, smart watch, etc. Students give their phone and any other items to the AC to hold during the assessment. No technology, beyond what is listed in the instructor's directions, is allowed in the assessment room. Phones are placed behind the main desk or cabinet storage for coats, laptops, backpacks, etc. until the assessment is finished.

2. Assessing:

Students are seated in an appropriate assessment space for the time allotted to complete an assessment. Students complete the assessment in one appointment. The only exception is if the instructor has indicated otherwise on the form. The AC must abide by instructor's instructions regarding how much time and what materials and what materials may used

3. Completing & Submitting:

When finished, students bring all assessment materials to AC staff in RC114. The AC distributes completed assessment and all related materials to the instructor by the end of day.