



Medaille College English Language Learner (ELL) Program Testing Procedures for ELL Students

Overview of ELL Program Testing Procedures:

Students enrolled in Medaille's ELL Program are eligible for testing modifications, including the ability to take tests and exams in the Academic Success Center, extended time on tests and exams (1.5x), extended time on timed online assignments and assessments on Blackboard (1.5x), and the ability to use a bilingual dictionary (or *word-to-word translation only*) bilingual dictionary on tests and exams taken in the ASC. When a student enrolls in the ELL Program, each of their course instructors will be notified by email of the student's eligibility for testing modifications. Included in the email are a detailed notification letter, a copy of the Medaille ELL Policy One-Sheet, and a fillable testing form to use when administering a test or exam which the ELL student will take in the ASC.

To Drop Off a Test for an ELL Student:

A test may be dropped off at the Academic Success Center front desk in 107 Huber any time during regular office hours. Every test must be signed in by the instructor. The testing forms and the test sign-in/sign-out sheet are located in the white ELL Testing Forms binder on the side counter in the ASC. Instructors will also receive a fillable version of the testing form by email when a student in their class enrolls in the program.

It is important that instructors notify ASC staff that the test they are dropping off is for an ELL student, *not* an OAS student. As the ELL Program is a new program in the ASC, there has been some confusion as to whether or not tests being dropped off are for ELL Program students or for students served by the Office of Accessibility Services. OAS does not encompass the ELL Program. The ELL Program has a separate office in the ASC (107E Huber). To avoid further confusion, ELL students are also asked to communicate to ASC staff that they are ELL Program students when arriving to take a test.

To Pick Up a Test:

Please remember to pick up any test(s) left in the Academic Success Center in a timely manner. Ask the ASC front desk staff for any tests you wish to retrieve by giving the student's last name. Again, please indicate that you are picking up a test for an ELL Program student (not an OAS student). Please sign and date the same sign-in/sign-out sheet when you pick up your test(s).

ELL Program Contact Information:

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