

STUDENTS WITH DISABILITIES: REQUESTING SERVICES FOR EXAMS

Testing Accommodations: Appropriate accommodations for exams are provided for students with disabilities registered with Disability Support Services (DSS) or the Center for Academic Support and Services (CASS). These students must have testing modifications as one of their academic accommodations. Faculty members will know students have testing accommodations from letters (from either the DSS or CASS accommodations coordinator), which students are told to give to their instructors at the beginning of each semester.

Testing Site: The Jenkins Third Floor Study offers a site where testing accommodations for students with disabilities can be provided. Please note that if the student and instructor feel that full amount of extra time can be provided in the classroom, the student can be accommodated in the classroom. The Study should be used when a student needs a minimal distraction environment; a reader; a scribe; a computer; or extended time (when schedules prohibit it from being provided in the classroom). Testing in The Study can be scheduled Monday through Thursday from 9:00 am until 8:00 pm (testing end time), Friday from 9:00 am until 4:00 pm (testing end time) and Saturday only during FINAL EXAMS WEEK from 10:00 am until 4:00 pm (testing end time).

TEST ACCOMMODATION PROCESS

Student's Responsibilities: After conferring with their instructors, students will notify their accommodations coordinator (either Marcie McMahon or Marcia Wiedefeld) a week before the exam. This can be done by an electronic form on the DSS web page, e-mail or by telephone. Students must provide the faculty member's name, course and the date the exam is scheduled for the class.

Accommodation Coordinator's Responsibilities: The accommodations coordinator will notify the instructor by e-mail that the student has requested a testing accommodation for an upcoming exam. The e-mail will have a link to the Faculty Alternative Exam Request Form that can be opened, completed and submitted electronically. The coordinator will also follow up with a telephone call to the faculty member to inform him or her e-mail has been sent (and to let the faculty member know the information can be faxed if needed). After the form is returned the coordinator will reserve a space in The Study; arrange for a proctor (or a reader or scribe); and calculate the amount of time the student will receive.

Faculty's Responsibilities: Upon receipt of the e-mail (or fax) with the Faculty Alternative Exam Request Form, the faculty member will complete the form and return it to the student's accommodations coordinator. The e-mail will also explain that the faculty member is responsible for getting the exam to The Study and methods of delivery will be described (e.g., the exam can be faxed, attached to an e-mail sent to the student's accommodations coordinator, or hand delivered.)

Proctor's Responsibilities: A graduate student proctor will administer the test using the guidelines outlined by the faculty member and the accommodations approved by the student's accommodations coordinator. The proctor will check the student's identification before the exam; have the student sign the Honor Code Pledge; and take the student's belongings that are not allowed in the testing room. The proctor monitors the student during the exam and takes the exam when the allotted time is up.

Test Return: Completed tests are returned in sealed envelopes via graduate students to the department within twenty-four (24) hours. A department representative must sign for the test before it will be returned. If preferred, faculty members may pick up tests from The Study, and this preference should be noted on the Faculty Alternative Exam Request Form.