ADA EXAM ACCOMMODATIONS

A student’s eligibility for exam/quiz taking accommodations is based on confidential verifying documentation provided to the Office for Student Disability Services. The most common exam taking accommodations are the provision of extended time and/or a distraction reduced environment. Faculty members are encouraged to proctor exams through their departments whenever possible. When the faculty or department is unable to provide the recommended exam/quiz taking accommodations, the Office of Student Disability Services provides proctoring assistance.

The Office for Student Disability Services strives to maintain the highest academic integrity possible when proctoring exams. To that end we have a distraction reduced exam room that allows us to proctor exams when the instructor is unable to provide the necessary testing accommodations. The Learning Center’s Exam Room, located in Copernicus Hall 241, is open Monday through Friday from 8:00 A.M. – 4:30 P.M. Seating is limited and must be reserved in advance.

PLEASE READ AND ADHERE TO THE FOLLOWING PROCEDURES TO RECEIVE PROCTORING ASSISTANCE

It is critical that the faculty and student discuss the content of the Student Accommodation Letter to determine how exam accommodations will be implemented. At the beginning of the semester, the faculty should inform the student of the exam schedule for her/his course.

STUDENTS:
The student is responsible for scheduling each exam with the Office of Student Disability Services and the instructor at least three days in advance. Students can schedule an exam time by stopping in room 241 Copernicus or by calling 832-1900. Please do not use e-mail to schedule your exam time.

The student is responsible for arranging with the faculty member the method of delivering the exam to the Learning Center. We do not recommend student delivery (see #3 below). However, if the student will be bringing the exam to the Learning Center s/he must provide the faculty member with the Exam Proctoring Checklist and envelope.

FACULTY:
The faculty will decide how she/he wants the exam delivered to the Learning Center. It is important that the Exam Proctoring Checklist accompany the exam. Checklists are available on-line and in the Learning Center.

Exam delivery options:
1. Faculty member delivers exam to the Learning Center.
2. Faculty member faxes the exam at least one day in advance to 832-1924 (call 832-1900 before faxing to ensure a member of the staff can secure the exam immediately).
3. Student picks up exam from the faculty, and delivers exam in a taped and sealed Exam Proctoring envelope. (NOT RECOMMENDED, but may be used as a last resort.)

Exam return options:
1. Faculty or department secretary may pick up completed exam
2. Special arrangements may be made for a staff member from The Learning Center to return the completed exam to the department, call 832-1900 to make arrangements. (Signature from the instructor or departmental secretary is required upon receipt.)

ADDITIONAL INFORMATION:
Exams will be administered according to specified accommodations. During the exam, the student will have access only those items noted by the instructor on the Checklist. Once an exam has begun, a student may not leave and then finish taking the exam at a later time without prior approval by the instructor. Students will not be allowed to print completed online exams unless specified by the instructor. If a student misses the scheduled exam date, s/he will not be allowed to take the exam without permission from the faculty member. Untaken exams will be held until the end of the semester and then shredded.