

# Accommodation for Exams in the Classroom

Students who require accommodations for examinations in the classroom must have the appropriate documentation on file and have met with a DRC Coordinator (to receive their approval and recommendations). Test Accommodations are provided only in courses where the disability-related educational limitation(s) indicate need.

1. When a student presents the appropriate forms or paperwork (e.g. a signed Test Accommodation Form) to the faculty, it indicates that the student has met with a DRC coordinator who has reviewed the disability verification and approved the listed accommodation.
2. It is recommended that students advise faculty of any needed accommodations at the beginning of the semester, or as soon as practical, but in normal cases, no fewer than five working days prior to the needed accommodation. Such notice is required regardless of who administers the accommodation, be it the faculty member or DRC Staff. In the event the DRC administers the exam, students are advised to allow sufficient time for the faculty member to sign the authorization form and for the student to return the form to DRC. As noted above, such notice must be received no fewer than five working days prior to the needed accommodation.
3. Faculty, in receipt of test forms may contact the DRC to inquire whether the accommodation has been authorized.
4. Students who required accommodations of the physical environment (i.e.: furniture, lighting, elevators, etc.) must make their needs known to the appropriate academic department, DRC staff member, or to Facilities Development & Operations (FD&O) in a timely manner.
5. Information about an individual's disability is confidential and cannot be shared for any reason without a specific written release signed by the student. It is not appropriate to discuss disability issues in the presence of other students or faculty.
6. Accommodations include, but are not limited to, the following:
  - \* enlarged or audio taped course materials, handouts, syllabi and exams
  - \* audio taping of a lecture
  - \* sign language interpreters for a lecture
  - \* student notetakers for a lecture
  - \* extended time for tests
  - \* relocation of a class to a more accessible site
  - \* adaptive computer equipment for tests
  - \* modified testing formats or alternative means of evaluation
  - \* assistive listening devices in class
  - \* readers or scribes

\* lab assistant

### **Scheduling for Examinations in the Classroom**

Students using test accommodations through the Disability Resource Center are responsible for taking their exams at the same time as the professor schedules the class exam. However, there may be times when the extended time causes a scheduling conflict and a student must take the exam at a different time or on a different day. The student is to notify the Professor of time/date change.

1. Reasons for a scheduling change may include:

- \* Back-to-back classes
- \* Employment obligations
- \* Disability related issues (i.e.: medical treatments).

A DRC Coordinator and the class instructor will decide all other reasons on a case-by-case basis.

2. Scheduling exams at a later date to allow for extended study time is prohibited.
3. Scheduling exams for convenience is prohibited.
4. The DRC reserves the right to examine any and all materials brought into the testing room.
5. Students are expected to uphold the integrity of the examination process and are subject to procedures for academic misconduct as outlined in Section 1.1 of the Policy on Academic Dishonesty. Should an incident of academic dishonesty occur, the Professor and the University Judicial Affairs Officer will be notified.
6. The Disability Resource Center reserves the right to suspend requests for test accommodations if any of the above, or a combination of the above, are violated or abused.