

## *Office of Academic Development*

### **Learning Resource Network and Disability Support Services – Knight Hall**

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## **Exams Taken in Disability Support Services: Faculty Need to Know Info Sheet**

Students are responsible for providing faculty members with their letters of accommodation and initiating a conversation regarding their implementation. This is typically done at the beginning of the semester, but can occur at any point. Students with testing accommodations are responsible for speaking with their professor(s) before **EACH** test to arrange accommodations. We encourage professors to provide accommodations themselves if feasible. We realize, however, this may not be possible due to scheduling conflicts, space limitations, and other issues. For these reasons, testing accommodations often involve the assistance of Disability Support Services (DSS).

DSS requires students to provide advance notice (at least one week) by completing the Google Form found on the DSS website to ensure that proper arrangements are made.

- If the student gives less than one week's notice, students are expected to contact the Disability Specialist as soon as possible to make arrangements and complete the google form.
- IF THE EXAM IS SCHEDULED TO OCCUR IN LESS THAN 2 BUSINESS DAYS, students are required to complete a paper request form, obtain the professor's signature, and return it to the Disability Specialist. We have this process to try to minimize the number of last minute requests and to ensure we are able to get the necessary information to and from faculty.

All students taking exams in DSS complete a Testing Acknowledgment form (paper or google) to show they know how to schedule an exam and agree to adhere with the Testing Room Rules. Once a student completes the Test Scheduling google request form, an auto-generated email with an attachment will be sent to the instructor with the subject line "Student has requested exam in DSS." The attachment will tell you the name of the student and the date/time the student has scheduled the exam. There will be a link to a google form for you to complete regarding the specific details of the exam and how it will be administered. Please try to complete this form as soon as you receive it.

We ask exams be delivered to us the day before the exam at the latest. There are multiple ways for you to deliver the exam to us and have it returned.

1. You can physically drop it off and pick it up in a sealed envelope at the LRN main desk or to the Disability Specialist.
2. Email the exam to [oadtesting@arcadia.edu](mailto:oadtesting@arcadia.edu). This email address is monitored by the Disability Specialists and other professional staff members only. If you wish to email the exam to us the day of the exam, please do so by 9AM.
3. Send the exam via interoffice mail to DSS ATTN: Disability Specialist. Please note that it typically takes a couple of days for exams to reach us depending on the time of day it is sent.
4. We can have a work study staff member deliver the completed exam to your office or mailbox in a sealed envelope. If you are not present in your office, staff are instructed to slide it under your door. If your door is open and no one is present, they will wait a few minutes before returning to the LRN and attempt delivery later unless you provide more specific instructions (okay to leave on desk, etc.)
5. Under **NO** circumstances will we allow the student taking the exam to bring it to our office or return it to you.

Please be as specific as possible when describing materials allowed during the exam. If a calculator is allowed, please specify if the student is allowed a 4 function calculator or a TI 83. If a formula sheet is allowed, please specify the size (3x5 single sided notecard vs 8X10 double sided page). If the exam includes an auditory portion, the student should complete this section with you.

#### *How Exams Are Administered in DSS*

Students report to the main LRN desk in Knight Hall on the date and time they scheduled their exam (usually the same date and time in which the class is taking the exam). Either a professional staff member (administrative assistant) or a work study staff member will go through the Test Proctoring Checklist with the student and ensure all non-approved test materials are locked during the exam. Students are asked to turn off their phones and surrender them to staff at this time. The student is then escorted to a testing room to take the exam.

- The main Testing Room can comfortably accommodate 5 students. This room has a camera which allows DSS professional staff (Disability Specialist (mainly), Administrative Assistant, Coordinator of Disability Services, and the Assistant Dean of Academic Development) to monitor the exam in real time. However, we do use other rooms as available in the LRN for students requiring a distraction reduced environment.
- If more than one student is scheduled to take the same exam at the same time, students are either placed into separate rooms in the LRN or a work study staff member proctors the exam.
- All exams are kept locked in the Disability Specialist's file cabinet in her office.
- All exam answers (answer sheet only when applicable) are scanned and an electronic copy is kept in order to ensure delivery. We do not scan exams if a professor plans to pick up the exam.
- Scanned and hard copies (for those with email delivery option) are kept until final grades have been issued or once we receive delivery confirmation. Once final grades are issued, hard copies are shredded and e-copies are deleted.
- If professional staff are unavailable when a professor picks up a completed exam, work study staff will ask you to sign the exam out.

#### *Additional Notes*

- Students have a right NOT use accommodations.
- Please note that students are not permitted to have "as much time as needed" to complete an exam. When you make this note, we will allow students to have up to double time to complete the exam. Extended time beyond that is generally more likely to be detrimental to the student than helpful.
- Exams can be taken only during the LRN's open hours. For Fall 2016, this is from 8am to 7pm Monday through Thursday and 8am to 5pm on Fridays. Please note that professional staff's evening hours are limited and we rely on graduate assistants and senior work study staff to monitor exams between 4pm and 7pm.
- Evening classes may need to be scheduled earlier in the day to accommodate the student.
- If you wish for exams to be emailed back to you, please note if the student finishes the exam after 3:30pm, the exam will be emailed to you the following morning.
- We cannot monitor exams for students who are not registered with Disability Support Services. Nevertheless, we do make a few exceptions on a case-by-case basis for students with temporary issues. For example, a student with a broken dominant hand who needs to be able to type an essay exam ONLY if you are unable to come up with another resolution.