Procedure for Testing Accommodations

TheAmericans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973mandate equal access to education, employment, and public services for qualified individuals with disabilities.

Spalding University students who are registered with the Office of Accessibility Services (OAS) may be eligible for testing accommodations if the functional impact of the student’s disability adversely affects their ability to take exams or quizzes under the same conditions as their classmates.

The guiding principle of testing accommodations is to remove or reduce barriers to the test-taking process and thus enable students with disabilities to be assessed on an equal basis with their nondisabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate the mastery of skills and attainment of knowledge without being limited or restricted by their disability.

Testing accommodations may involve the modification of timing, the setting, the method of presentation, and/or the method of response. It essentially allows students to demonstrate their knowledge of the course content in an alternative way without undue interference from their disability.

Examples of testing accommodations are:
- Extended test time; the extent of additional time is based on the student’s functional limitations
- Reducing distractions in the testing environment
- Providing the exam in an alternate text format
- Use of assistive technology, calculator, and/or spell checker
- Providing a reader, scribe, and/or American Sign Language (ASL) interpreter
- Breaks during the test
- Others, as determined

Students who believe that, based on their disability, they need testing accommodations in one or more of their classes, meet with a member of our team by scheduling an appointment as soon as possible to engage in an interactive process to determine their individualized accommodations. Please note, this process can take several days and is best started at the beginning of each term.

Test-Taking Options

There are several options to provide testing accommodations to students who are registered with OAS and have been approved for this accommodation.
1. **Faculty/Teaching Assistant Proctoring** - Faculty members are encouraged to provide testing accommodations themselves whenever possible. Many faculty members arrange to proctor exams during office hours or have their teaching assistant(s) proctor exams.

2. **Accessibility Services Testing Room** - Students may choose to take their exams in the Accessibility Services Testing Room (Library 314). The Accessibility Services Testing Room is monitored by OAS staff. Students should discuss this option with their instructor and the student should [schedule exam](#) as soon as possible. Exams must be scheduled at least 72 hrs. before the start of the exam. The Accessibility Services Testing Room is available Monday through Friday, 9:00 A.M. to 5:00 P.M.

### Responsibilities for OAS, Students and Faculty

**Office of Accessibility Services**

1. Determine eligibility for testing accommodations.
2. Orient student to test-taking process and test-taking options.
3. Orient instructor/s to test-taking process and test-taking options.
4. If appropriate provide proctor, reader, scribe, or ASL interpreter.
5. Connect student, instructor/s, and proctor, reader, scribe, or ASL interpreter if/as needed.

**Student**

1. Register with OAS.
2. Request testing accommodations from OAS in a timely manner, preferably at the beginning of each session. Please note that accommodations are not retroactive.
3. Discuss test-taking options with instructor shortly after or while presenting the accommodation notification; for example:
   - Will I take the exam through Accessibility Services or can the instructor or department provide the accommodations?
   - I need a distraction-reduced test environment. Can you provide this or should I take the exam through Accessibility Services.
   - The extended time conflicts with another class on my schedule and I have to schedule for another time. What times and/or days will you allow me to take the exam?
   - I use Assistive Technology for my exams; please provide the exam electronically in an accessible format.
4. Clearly communicate the preferred testing location to the instructor. Contact OAS should any issues arise.
5. If needed, schedule the exam(s) taken in the Accessibility Services Testing Room (exams must be scheduled at least 72 hrs. before the start of the exam):
   - From the Library’s home page under tools and services click room reservations. Select testing space and length of exam. Or click [schedule exam](#)
Instructor

1. Review Accommodation Notification provided by the student; Verify that Testing Accommodations are provided

2. Discuss with the student how testing accommodations will be met; **Instructors are encouraged to provide testing accommodations to eligible students themselves.**

3. If/when testing accommodations cannot be provided by the instructor or teaching assistant (TA), or if the student chooses the Accessibility Services Testing Room, communicate with the student who will schedule the exams for the Accessibility Services Testing Room.

4. Communicate to the OAS if additional resources are permitted (e.g. open book exam; both sides of 3x5 notecard allowed; calculator; etc.). Feel free to check in with the student during the exam or provide contact information where you can be reached. Remember that students taking exams outside the classroom should receive the same assistance and/or instructions as students taken the exam in the classroom. Please note that students taking exams in the Accessibility Services Testing Room do not receive additional assistance on exams outside of their approved accommodations.

5.Submit exam to OAS if the exam is taken in the Accessibility Services Testing Room.
   a. Drop off the exam in person in the Accessibility Services Office (Library Rm 314) or Accessibility Mail box behind the front desk on first floor 24 hrs before the exam
   b. by emailing accessibility@spalding.edu at least 1 hour before the exam

6. Exams completed in the Accessibility Services Testing Room are kept in a locked cabinet for the instructor to pick up or can be scanned to the professors Spalding email address. Please indicate your choice.

7. Indicate if a person other than instructor is authorized to pick up the exam.