

Exam Accommodations Manual

Educational Access Services
Mesa State College
Grand Junction, Colorado



Exam Accommodations

All exam accommodations are based on documentation that is reviewed by the Educational Access Services (EAS) Coordinator. If a student feels the approved accommodations are inadequate, he/she is welcome to meet with the EAS Coordinator for discussion.

Accommodations are as follows:

1) Extended time

- a) Extended time is determined based upon documentation of disability (usually double time or time and a half).
- b) Professors need to indicate the amount of time for the exam on the EAS Exam Test Request Form. Otherwise, extended time is calculated based on the standard class period.
- c) Extended time does not mean unlimited time.

Eligibility

Students commonly served with these accommodations might include students with visual, auditory, motor deficits, learning, medical, psychological, and attention-deficit disabilities.

2) Distraction-reduced space (low-distraction environment)

- a) An environment in which external distractions are reduced
- b) No space is completely distraction free

Eligibility

Students commonly served with this accommodation might include students with psychological, learning, and attention-deficit disabilities in addition to students with traumatic brain injury (TBI).

3) Large print

- a) Exams are generally enlarged to 150%; however, an exam may be enlarged to a specific percentage as indicated by the student.
- b) Enlarged exams are generally displayed using screen magnification software or with a CCTV.
- c) Students should request enlarged exams one week prior to administration.

Eligibility

Students commonly served with this accommodation include students with visual impairments.

4) Braille

- a) Print exams may be converted into Braille at the EAS office.
- b) Exams needing conversion into Braille should be available at least 1 week in advance. Exams including material other than straight English text (e.g., math, foreign languages, portions of science exams) will require more time to convert to Braille. Electronic text (text or Word file) is the preferred format, for easy conversion to Braille.
- c) Professors and staff should be aware of Braille conversion requests at the beginning of each semester.

Eligibility

Students served with this accommodation are students who are blind or visually impaired.

5) Reader/Writer

- a) A reader reads test materials to a student verbatim. Clarification and elaboration are not permitted.
- b) A writer writes only what the student dictates to him/her. The student is responsible for spelling, grammar and punctuation.
- c) **Neither readers nor writers are permitted to answer questions regarding the exam. No reader or writer should paraphrase sentences or answers given by the student.**
- d) If a reader or writer feels that the student is asking that he/she perform tasks not in accordance with the guidelines, then the monitor will notify the EAS Coordinator or Assistant Coordinator immediately.
- e) At EAS's option, exams will be provided in an electronic format, which will be "read" to the student by a screen reader.

Eligibility

Students commonly using a reader and/or writer include but are not limited to those individuals with learning disabilities, visual impairments, mobility impairments, brain injury, medical disability, psychological disabilities, and temporary disabilities.

6) Computer

- a) Word processing or other programs may be substituted or preferred over a writer.
- b) The test monitor will observe which programs and files the student accesses during the test.
- c) Some courses may require specific computer programs for exams. If needed, a monitor may observe the student at another campus location during the test.
- d) A blank disk or thumb drive will be provided to the student for the exam. Immediately upon completion of the test a print copy will be produced on an EAS computer and the disk will be erased.

Eligibility

Students commonly served with this accommodation may include those with visual impairments, learning disabilities, psychological disorders, or motor deficit disabilities.

7) Adaptive computer technology

- a) Allows a person with disabilities increased independence
- b) Adaptive computer technology decreases the need for readers or writers in exam situations
- c) Prior to using adaptive equipment for exams, students should do the following:
 - i. Be authorized by the EAS Coordinator for adaptive equipment requested.
 - ii. Request a computer and specific adaptive equipment when scheduling the exam.
 - iii. Be adequately trained on the adaptive equipment **prior** to the exam administration. This eliminates wasted exam time on learning how to use the equipment during the exam administration.

- iv. Estimate time needed to use the adaptive equipment. It may be necessary to make adjustments in the exam accommodations if using adaptive technology. The student should meet with the EAS Coordinator to discuss adjustment in exam time.
- d) Screen reader
 - i. Text-to-speech application used primarily by persons with visual impairments and dyslexia. Includes keyboard commands that allow user to hear titles, menu bars, keystrokes and other information.
 - ii. Information should be in text format.
 - iii. Scanners are used to convert paper documents into electronic format.
- e) Screen magnification software
 - i. Enlarges text onto the computer screen to increase readability for students with visual impairments.
 - ii. Text can be enlarged to many different levels.
- f) Voice recognition (Dragon Naturally Speaking, etc.)
 - i. Most commonly used by students with physical impairments.

Faculty Accommodation Memo

A Faculty Accommodation Memo acknowledges that a student has documentation on file at Educational Access Services and is approved for stated exam accommodations based upon documentation. Due to confidentiality issues, a Faculty Accommodation Memo does not provide specific information about the student's disability. After the student meets with the EAS Coordinator and determines accommodations, the Coordinator sends the Faculty Accommodation Memo to the professor(s).

Exam Scheduling

The EAS Assistant Coordinator and staff will schedule exams with academic accommodations requested by students registered with EAS. **Requesting exam accommodations, providing exam information, following procedures with exam accommodations forms, and communicating exam changes to the Assistant Coordinator or the staff are all the responsibilities of the student.**

- 1) Students should return the Exam Request Sheet to EAS **a minimum of 5 days prior to a REGULAR exam and 10 days prior to the last day of the semester for FINAL exams.**
- 2) EAS may administer exams with less than one week's notice; however, EAS reserves the right to not provide the student this service due to lack of available resources or facilities.
- 3) Students may change exam times and days only with permission of the professor and as EAS resources allow.
- 4) Exam accommodation options
Students have three main options in completing their exams and may choose one or all of the following three methods. The last two options are not arranged for the student by EAS staff and must be arranged directly with the professor.

- a) Within the EAS office with designated accommodations. Students must be familiar with and follow exam accommodations policies and procedures for scheduling.
- b) At a predetermined location arranged by professor and student. Exams monitored by the professor should have accommodations arranged with the professor.
- c) In regular classroom without accommodations. A student taking his/her exams with the regular class must follow the directions of the professor.

5) Scheduling

Exam Request Sheets can be picked up at EAS anytime before or during the semester or downloaded from EAS's webpage (Current Students → Disability Information → Forms). All information must be accurate, complete, and legible. The request sheet will be date stamped upon receipt. Signed forms may be faxed to EAS (attention Tom Whalen @ 248-1988) but must be verified by phone that it was received.

6) EAS Exam Request Form

The EAS Exam Request Form notifies the professor that a student has requested to take an exam through EAS at a specific date and time. The Exam Request Form is made up of four parts; it is the student's responsibility to ensure that their section and the professor's section are filled out in entirety. It is also the student's responsibility to obtain a receipt that shows they scheduled the test with EAS. Upon receipt of test from the professor, the EAS Assistant Coordinator or staff places the exam in an envelope and attaches this sheet to the outside of the envelope. This form provides a written record of the exam accommodations, and professor's directions.

Exam Scheduling Changes

Students and/or instructors occasionally need to change the date/time of prescheduled exams. EAS has procedures for exam scheduling changes to avoid unnecessary disorganization and miscommunication.

1) Date/time change general procedure

All date/time changes must be authorized by the professor via any of the following:

- a) New Test Request Form submitted to the professor with new date and time.
- b) Phone call from professor to EAS staff
- c) Written note from the instructor, faxed, delivered by professor, e-mailed, or picked up by EAS employee.

2) EAS responsibilities include the following:

- a) EAS office will reschedule tests on a first come, first serve basis and as resources permit.
- b) EAS staff will request changes in prescheduled testing and/or non-scheduled testing for students only when extenuating circumstances necessitate.

Exam Administration

EAS offices have established exam security procedures for exam administration.

1) Methods of exam delivery to EAS

- a) The Professor or department designee delivers exam to EAS prior to scheduled exam administration time.
- b) Professor faxes examination to EAS Coordinator's office. The Professor should call EAS to verify if the Coordinator or Assistant Coordinator is ready to receive the fax prior to transmitting.
- c) EAS student staff picks up the exams and places in an envelope. The professor may leave exam with the department administrative assistant, or the EAS staff may pick up the exam from the professor's office.
- d) Professor e-mails exam to EAS Assistant Coordinator.

2) Logging in exams

Recording exam arrival and departure are necessary for exam security and also to aid in avoiding exam misplacement.

- a) Verify with student that all information on exam request form is correct.
- b) Until the exam is given, the exam inside the envelope with the attached Exam Request Form is stored in a secured filing cabinet inside the EAS Assistant Coordinator's office.

3) Monitoring exams

Exams will be monitored and recorded by video surveillance cameras but may include student employees, Academic Services staff, EAS staff, community volunteers, or student volunteers. Students are not allowed to "choose" their own monitors, nor will friends, roommates, or family be allowed to monitor exams.

4) Starting an Exam

Instructions to students should take place outside of the exam room prior to beginning the exam. EAS staff will ensure the following:

- a) Check the Exam Request Form to identify authorized materials for use during the exam (see Exam Materials Policy).
- b) Ask students to leave book bags and all other unauthorized materials outside of the testing room or away from the desk they will be using.
- c) Ensure students receive approved accommodations (reader, writer, large print, electronic exams, Braille, tape recorded exam, etc.)
- d) Inform students of time allowed, start time, and projected end time.

5) Exam Materials

Professors MUST authorize all exam materials for a student to use during an exam. No unauthorized materials will be permitted unless a note or phone call from the professor is obtained authorizing the materials. Authorized exam materials include but are not limited to:

- a) Scrap paper (lined, unlined, graph)
- b) Calculator
- c) Notes
- d) Formulas

- e) Open book
- f) Dictionary
- g) Other materials designated on the EAS Exam Request Form by the professor.
- h) Non-standard exam materials
 - i. CD-ROMs are commonly used in art classes.
 - ii. Tape recorders are commonly used for music and foreign language exams.

6) Exam Monitoring

Students employed as monitors are expected to maintain academic integrity.

- a) Monitor responsibilities are to maintain exam confidentiality and security, and to monitor students during exams, via the video cameras or in person.
- b) Inappropriate monitor behavior includes answering exam related questions or paraphrasing questions.
- c) Helping the tester is not allowed. The monitor will not change the wording or correct grammar in any way.
- d) Monitors will not read or write an exam for a class they may eventually take or are currently taking.
- e) If students are witnessed attempting to use materials not authorized by the professor or Assistant Coordinator, the monitor should inform the student that the materials are not authorized. If student persists in using the materials, report to the Assistant Coordinator immediately.
- f) Monitors will report unusual behavior to the Assistant Coordinator immediately. Unusual behavior may be reported to the professor in writing.
- g) DVR recordings will be available to be viewed by the professors or EAS staff for approximately 48 hours after the exam.

7) Exam breaks

Students are not allowed to leave the exam room except with prior approval by the professor. If a student's disability is such that his/her documentation supports break times, this needs to be arranged with the professor prior to the time of the exam.

- a) If leaving the testing room, students must turn in their exam materials to the monitors. They may obtain their material per professor permission when returning to the exam.
- b) Professors will be informed if a student leaves the room for a break without prior approval. The monitor will note at what point in the test the student left the room.

8) Ending an exam

To end an exam, monitors should do the following:

- a) Inform the student they are out of time.
- b) Collect ALL exam materials and place in exam envelope.
- c) Record end time on the Exam Request Form.
- d) Instruct student to initial Exam Request Form.
- e) Initial Exam Request Form.
- f) Return exam to Assistant Coordinator.

9) Exam Return

Until the exam is returned to the professor or department, the exam is stored in a secured filing cabinet in the EAS Assistant Coordinator office.

- a) EAS Assistant Coordinator seals and signs the test envelope.
 - b) EAS student courier returns exam to professor/department by hand delivery.
 - c) Professors may pick up the exam themselves.
 - d) Exams are returned within one working day of student taking exam.
 - e) Exams are delivered to academic departments or professor's office to obtain a signature on the Exam Request Form. If an exam is delivered and no one is available, EAS will attempt to deliver it two more times. After the third attempt, EAS will leave a message informing the professor of the difficulties and instructing him/her to come and pick up the exam.
 - f) After the exam is returned, the Exam Request Form is kept on file in the EAS office for three years.
- 10) EAS is responsible for the security of the exams while in custody of EAS. EAS ensures hand-delivery of the completed exam to the department or professor. EAS is no longer responsible for the exam once the professor/departmental signature has been obtained.

Exam No Show Policy

The term No Show refers to a student missing a prescheduled exam. EAS administers exams according to prearranged instructions from the professor and the student, as listed on the Exam Request form. The professor, the student, and EAS have agreed to a specific date(s) and time(s) for each exam to be administered. Therefore, the office has a Policy for No Show, Lateness, or Illness for accommodating exams. It is no the intention of EAS to be punitive. These policies exist so that exam administration policies at EAS are more in line with classroom policies and by following this policy, EAS can more effectively schedule exams.

1) Reasons for no show

Students occasionally do the following:

- a) Forget or misunderstand exam time
- b) Drop the course
- c) Decide to complete exam with class
- d) Become ill or are in an accident
- e) Have a work conflict

2) Reasons for enforcement

It is important to enforce a No Show Policy for exams to maintain accurate records of time and space for exams, alleviate inconveniences for test monitors, and prevent continuous reoccurrence.

3) Policy for No Show, Lateness, or Illness at Mesa State College

If a student fails to show or is late for an exam that is scheduled at EAS, the following policies will be enacted:

- a) Exam, if already at EAS, will be returned to the professor within one working day, unless given specific instructions to hold the exam by the professor.
- b) The professor will be notified that the student has failed to take the exam at EAS.
- c) EAS will reschedule the exam based upon the professor's permission and according to his/her instructions.
- d) Students experiencing any problems are to call EAS at 248-1826, 248-1801, or 248-1856 before the scheduled exam time. EAS may assist in making other arrangements. Failure to

notify EAS will result in a no call/no show. Three no call/no shows may result in suspension of testing accommodations at EAS.

- e) If a student is late for the scheduled exam time, EAS may give only the remaining time for the student to complete the exam. Only if resources allow, exam time may be adjusted to give the full amount of time to the student.
- f) To cancel an exam, contact the EAS office as well as the professor.
- g) EAS will reschedule student exams on a first come, first serve basis and as resources permit.
- h) EAS may request changes in prescheduled testing and/or non-scheduled testing for students only when extenuating circumstances necessitate.

Academic Integrity Policy

EAS is in compliance with Mesa State's College Academic Integrity Policy and takes all measures possible to see that it is enforced.

- 1) EAS' staff checks testing accommodations to ensure materials student is permitted to use conform to the exam prior to the student beginning the exam.
- 2) If a student is witnessed using non-permitted materials during the exam, the monitor should ask the student about the non-conforming materials, or refer to the Assistant Coordinator.
- 3) Assistant Coordinator will discuss the issue with the student.
- 4) Assistant Coordinator will send the exam to the professor along with a note describing the situation in detail.

EAS Assistant Coordinator

EAS includes the Assistant Coordinator as a separate position for coordinating exam accommodations along with other EAS responsibilities. The Assistant Coordinator is responsible for a variety of tasks.

General duties of the Assistant Coordinator:

- 1) Coordinates and administers all exams.
- 2) Coordinates student's exam accommodations (reader, writer, large print, computer, electronic exams, etc.).
- 3) Maintains and updates all exam policies and forms.
- 4) Oversees work of support staff (student or office staff), assists with exam procurement, administration, and monitoring.
- 5) Resolves exam-related issues with students, professors, etc.
- 6) Follows through with no show and other EAS Policies.
- 7) Maintains contacts with course professors and various departments to assist with specific issues regarding exam administration before, during and after an exam.
- 8) Maintains testing environment with accommodations for students with disabilities within the department.

INFORMATION FOR FACULTY MEMBERS REGARDING TESTING ACCOMMODATIONS

Testing accommodations are provided to assure that students are tested on their knowledge and not their disability.

WHO IS ELIGIBLE? Students with documented disabilities. Students must provide documentation of the disability to the Coordinator of Educational Access Services (EAS). The documentation must support the need for testing accommodations.

WHAT ARE TESTING ACCOMMODATIONS? Accommodations may include

- Additional time
- Reader – The reader cannot answer or clarify any questions.
- Writer – The student dictates to the writer and is responsible for the spelling, punctuation, and grammar. If the test is an essay, a computer may be used.
- Reduced-distraction environment
- Test enlarged or in Braille
- Computer for essay tests

WHAT IS THE PROCEDURE FOR EXTENDED TESTING? **It is the student's responsibility to schedule tests with EAS five days prior to the exam and ten days prior to the last day of the semester for finals.** A student schedules a test with the EAS Exam Request Form. The student will fill out the student section then have the professor verify and sign the professor section. The student then gives EAS the Exam Request Form. The Assistant Coordinator will attach this form to the test envelope once the test is received. Any test not taken when scheduled will be returned to the professor.

WHERE IS THE TESTING DONE? Testing rooms are located at Educational Access Services building. Most exams will be monitored and recorded by video surveillance cameras, in addition to trained EAS student staff or community monitors. DVR recordings of most exams will be available to be viewed for approximately 48 hours after completion of the exam.

WHAT SECURITY MEASURES ARE TAKEN TO PROTECT THE INTEGRITY OF THE TEST? Tests are kept in a secured file in the Assistant Coordinator's office. The professor may deliver and pick-up tests or an EAS student courier will pick up and deliver tests to the department's administrative assistant who will sign that the test was received. Tests delivered by the professor may be placed in the lock box in the EAS lobby. Tests may also be faxed to the Coordinator's office at X1988 or emailed to twhalen@mesastate.edu with "Test" in the subject area. Students being tested are required to leave all books and belongings with the assigned monitor and are not permitted to leave the room during the test unless prior arrangements have been made with the professor.

WHAT IS THE STUDENT'S RESPONSIBILITY IN THIS PROCESS? It is the student's responsibility to schedule tests five days prior to the exam and ten days prior to the last day of the semester for finals to guarantee the availability of a room. The student is also responsible for ensuring that the Exam Request Form is filled out and signed by the professor.

STUDENT GUIDELINES FOR TESTING ACCOMMODATIONS

1. Meet with the Coordinator, Nancy Conklin, to sign an Accommodation Memo to be sent to your professors. This may be done any time after you register for a class, but at least **10 days before you will be requesting testing accommodations.**
2. Contact the professors during office hours or make an appointment to tell the professor that you will be requesting testing accommodations. In addition have the professor sign each Exam Request Form prior to each exam.
3. Return signed Exam Request Sheets to EAS **5 days prior to the exam and 10 days prior to the end of the semester for finals.** You may fax the signed request sheet to 248-1988 (Attention: Tom Whalen) but you must call to confirm receipt. Requests will be date-stamped upon receipt. The student is responsible for obtaining receipt of the scheduled exam.
4. All tests must be scheduled to include the time the class is taking the test. If additional time is used, the test will either begin early or continue beyond the class time. **For a test to be scheduled at any other time,** the professor must contact the Educational Access Services Office.
5. The test **must begin at the scheduled time and end at the scheduled completion time.**
6. Students are not allowed to leave the test room unless they have prior approval from the professor.
7. Any unusual activity will be reported to the professor.
8. No backpacks, purses, hats, jackets, cell phones, computers, notes, books, calculators, or other such materials unless specifically noted by the professor.
9. All students taking exams will be bound by the Mesa State Student Code of Conduct
10. Exams will be monitored and recorded by video surveillance cameras, in addition to EAS staff.

If you have any questions or problems with this accommodation, contact Nancy Conklin at 248-1826.

I have read and understand the above guidelines. I realize that unless exams are scheduled as described above, the extended testing accommodation may not be available to me for that particular test.

Signature

Date



EAS EXAM REQUEST FORM
All Exams Conducted in H100

Tom Whalen
Assistant Coordinator
Phone: 248-1801
Fax: 248-1988

EAS must receive regular semester exam requests five days prior to the exam
EAS must receive final exam requests ten days prior to the last day of the semester

Student Section

700#

Name Phone #

Course name and number
I.E. PSYC 150, ACCT 201, or STAT 200

Professor's name

Please circle your accommodations:

1 1/2 x 2x Reader Writer Other:

All Students taking exams will be bound by Mesa State Student Code of Conduct, in addition to Educational Access Service's Student Guidelines for Extended Testing. Exams will be monitored and recorded by video surveillance cameras, in addition to EAS staff.

Instructor Section

Test pick up:

EAS student staff pick up
Professor drop off
E-mail to twhalen@mesastate.edu
Fax to 248-1988: please call to verify receipt

Preferred method of test delivery:

EAS student staff delivers test to your dept.
Professor pick up from EAS office
Other:

Materials Allowed: please initial appropriate areas, including none

None Calculator Open Book
Tables/Charts Open Notes Other:

Date and Time of Test: please verify with student

Test Date Time

How much time is the CLASS ALLOWED for the test?

Is the student allowed a break due to extended testing time?

Instructor Signature Date

EAS Office Use Only

Test Received By: Date: Time:

Test Type: Essay M.C. Combo Foreign Language Math/Chem

Special Instructions for Monitors

Test Date Actual Time Start Actual Time End

Monitor Test Room Contents

Student Initials Monitor Initials

Completed Test Returned to (Signature) Date

Time Delivered: Initials



EAS EXAM RECEIPT
All Exams Conducted in H100

Tom Whalen
Assistant Coordinator
Phone: 248-1801
Fax: 248-1988

Student Name:

Course Number: Professor:

Test Date: Time: