The Disability Services Center:

Test-Taking Accommodations, Policies, and Procedures

Instructors are required to modify test taking procedures for students with disabilities who have been approved for this accommodation by the Coordinator of Disability Services (CDS). Test accommodations are adjustments to the standard testing procedure that allow students to take exams under circumstances that minimize the impact of their disabilities without lowering course standards or altering exam expectations. Students who request testing accommodations have disabilities that interfere with processing information, writing legibly, recalling information, reading printed text, and/or managing anxieties.

The philosophy of Ohio Wesleyan is to provide testing accommodations in the academic departments. This provides greater exam security, gives students access to their instructors if they have questions, eliminates the need to deliver and pick up test materials, and ensures exams are graded in a timely fashion (i.e., with all the other exams).

If reasonable testing procedures are not feasible in either the classroom or another room or office within the department, then students can arrange to take tests in the Sagan Academic Resource Center between the hours of 9:00 a.m. to 4:45 p.m., Monday through Friday. Tests scheduled for outside normal business hours (e.g., for evening or late-afternoon classes) must be approved, on a case-by-case basis, by Bridget Goggin, the Coordinator of Disability Services.

Testing space in the Sagan Academic Resource Center

As noted above, instructors and students are welcome to schedule tests in the Sagan Academic Resource Center. They should understand, however, that testing space is limited to a common area with one large table, three small tables, and one study carrel. No private rooms are available. Approximately five students can be accommodated at one time—seven if students are taking different tests. While testing, students are in view of multiple SARC staff, and the Coordinator of Disability Services periodically monitors students throughout scheduled exam times.

Note: Students will be accommodated in the Sagan Academic Resource Center as close to the regularly scheduled class time as possible. However, the Coordinator of Disability Services asks professors to be flexible and recognize that test times may need to be altered to meet accommodations needs—extended testing time—and to ensure that students do not miss (other) classes in order to complete their exams.
What do students and instructors need to know about arranging testing accommodations with the Disability Services Center?

Students and instructors should work with the Coordinator of Disability Services to ensure test-taking requests are completed in a timely fashion. As for all accommodations, student should meet with the Coordinator of Disability Services at the beginning of each semester to discuss their testing needs.

**Note:** Students are not guaranteed accommodations if they make testing requests after the deadlines listed below. Instructors and the Coordinator of Disability Services will determine if accommodation needs can be met considering time constraints and other limiting factors. Late accommodation requests can be denied, for example, if space, computers, or proctors are unavailable, or if there is not enough time to arrange for a scribe or to adapt an exam to audio or another test format.

- **Regular exams, midterms, and quizzes:** A minimum of 3 business days before scheduled testing date.
- **Final exams:** A minimum of 5 business days before scheduled exams.

The following steps will help students and instructors understand their respective responsibilities in this process:

1. **Students meet with instructors early in the semester to discuss the Student/Faculty Reasonable Accommodation Plan form, including the testing plans and needs listed below:**

**Decide where tests will be taken.** Students have three choices:

- Taking exams with their peers in class
- Taking exams with accommodations in a testing space arranged by their instructors
- Taking exams in the Disability Services Center, Sagan Academic Resource Center, Corns 316.

**Identify the time frame for taking tests.**

- **Desired option:** Arrange for testing to overlap with the time of the scheduled class exam. For example, students who need time and one half (50% extended time) might begin a mid-term exam at 9:45 a.m. for a 50-minute class that meets between 10:10 and 11:00 a.m.
- **Secondary option:** Arrange for testing to take place before or after the regularly scheduled class time.
Note: Instructors may need to make special arrangements for “pop” quizzes and impromptu class assignments.

Determine if the support of the Disability Services Center is required to meet accommodations needs.

- **If Support of the DSC is not necessary:** In some cases, students and instructors can work out accommodations needs (e.g., enlarged font exams or alternative testing spaces in the department) without the support of the Disability Services Center. In these circumstances, students do not need to complete and submit the online “Testing Accommodation Form.”

- **If Support of the DSC is required:** Students, instructors, and the Coordinator of Disability Services should assume their respective responsibilities identified in steps 2 through 8:

  2. Instructors complete the online Testing Accommodations form, including the section about dropping off and picking up exams, when meeting with students early in the semester to discuss accommodations.

    **Note:** At the end of the Online Testing Accommodation form, complete the section requiring a verification code and press enter. This message will appear: “Your form was successfully submitted. Thank you for contacting us.” Instructors will receive an automated test confirmation via OWU email.

  3. The Coordinator of Disability Services (also) receives automated test confirmations and then forwards notifications to students, confirming testing arrangements via OWU email. If further clarification is needed, the CDS will contact instructors and/or students.

  4. Students remind instructors about testing accommodation needs one day in advance of exam dates.

  5. Instructors provide exams to the Disability Services Center at least 24 hours before scheduled testing times. Instructors should, as noted in the online Testing Accommodation form

   - Email, send through campus mail, or hand-deliver exams.

  6. Students take exams and follow the testing policies listed below:
• Arrive 15 minutes before the scheduled exam time with pens, pencils, calculators, and other basic (and approved) test-taking materials.

• Remain in the testing area once the exam begins. Students will not be allowed to go to the restroom during this time unless there is an emergency.

• Give the following items to Coordinator of Disability Services (or the person proctoring the exam): cell phone, computer, book bag, and other unauthorized materials (e.g., textbooks, notes, and electronic devices) before entering the testing space. Whatever support materials are necessary or optional for taking exams must be approved by instructors.

• Keep track of the time and complete work within the time allotted for the test.

• Speak to the Coordinator of Disability Services immediately if: a) they have questions about the exam instructions. The CDS will attempt to contact instructors for clarification; b) ambient noise or other distractions exceed acceptable levels.

• Abide by Ohio Wesleyan Academic Honesty Policy. If there is evidence of academic dishonesty (i.e., cheating, plagiarizing, or supporting other students’ dishonesty), the Coordinator of Disability Services will inform instructors about these potential concerns after students have completed their exams. Instructor may then report these incidents to the Dean of Academic Affairs.

• Understand the policies for lateness, illness, or missing or canceling exams.

  **Lateness:** If students are late for an exam, the amount of time they are late will be deducted from the total testing time. Students who arrive 30 minutes beyond the scheduled exam time will have to reschedule exams with their professors and the Coordinator of Disability Services. There is no guarantee instructors will allow a make-up exam.

  **Illness:** Students should contact their instructors and the Coordinator of Disability Services as soon as possible if they are ill and unable to take an exam. There is no guarantee instructors will allow a make-up exam.

  **Missing Exams:** The Coordinator of Disability Services will inform instructors if students do not show up for their scheduled exams (in the Disability Services Center).

  **Canceling Exams:** Students should contact the Coordinator of Disability Services as soon as possible if they have decided not to take exams that were scheduled for the Disability Services Center.
7. Students stop at the designated time and return exams to the Coordinator of Disability Services.

8. The Coordinator of Disability Services records the starting and stopping times on the “Testing Accommodation Tracking Forms” and places them, along with exams, in sealed envelopes.

9. Instructors pick up completed exams or the Coordinator of Disability Services returns completed exams to instructors through email or campus mail.

What do students and instructors need to know about specific kinds of exam accommodations?

Students typically need one or more of the following types of testing accommodations: extended testing time, distraction-reduced space, computers/assistive technology; alternative test formats, and/or scribes or readers. Extended testing time and distraction-reduced space are the most common requests for testing accommodations. In fall 2013, for example, 90 Ohio Wesleyan students requested extended testing time and 64 requested distraction-reduced space.

**Extended testing time**

Unless testing for speed or efficiency is the point of the exam or activity, students with this accommodation may require additional time for completing exams, quizzes, in-class writing assignments, lab test, or other in-class activities. This accommodation ensures that students are graded on their knowledge or mastery of the subject matter, not on the speed of their performance. Extended testing time does not mean unlimited time; students who require extended time are typically granted, depending on their documentation, time and one half (50% extra time) or double time (100% extra time). For example, a student with time and one half would have 75 minutes to complete an exam designed for a 50-minute class.

**Distraction-reduced space**

Students with this accommodation should take exams in environments (e.g., seminar rooms, unused classrooms, professors’ offices, or the Sagan ARC) with a minimum of auditory (e.g., talking, foot traffic, duplicating machines, or ringing phones), visual (e.g., people moving about the testing site), or other sensory distractions.

**Note:** Students cannot choose their exam rooms or testing space. Students should not expect a “distraction-free” testing environment, nor will they be given a private room unless
the Coordinator of Disability Services approves of this specific accommodation need and university facilities are available.

**Laptops/assistive technology** The Disability Services Center has a small number of laptop computers (without Internet access) with text-to-speech and/or speech-to-text software to handle assistive technology and word-processing (MS Word) needs.

**Note:** Under certain circumstances, students without disabilities may use these resources. However, students with disabilities who have *specific* technology accommodations are given priority use of DSC equipment. Students should contact Chuck Della Lana in the Library Media Services Departments (Beeghly Library room 23, extension 3266) if they have technology needs that are not disability-related.

**Alternative print formats**

Examples include braille, audio texts, and large print for exams and all print material distributed for the class, with the exception of textbooks.

**Scribes and readers**

Scribes record the students’ answers verbatim, and Readers read tests word-for-word to students. Scribes and Readers will not explain, interpret, reword, or clarify test questions for students. At this time, these accommodations are met through the use of assistive technology. In extenuating circumstances, however, the Coordinator of Disability Services will try to identify Scribes and Readers if requests are made at least one week before scheduled exams.