

Accessibility Services Office

Exam Accommodations, Policies, and Procedures

Exam accommodations are adjustments to the standard exam procedure, environment, and/or format. Students approved for exam accommodations are to complete exams with accommodations that minimize the impact of their disabilities without lowering course standards or altering expectations. Students who request exam accommodations typically have disabilities that interfere with processing information, recalling information, writing legibly, reading printed text, or focusing and concentrating.

The OWU Testing Center provides a proctored distraction reduced location for all students registered with Accessibility Services.

Options for Taking Exams

- **Take your exams without accommodations.**
 - This is the default option that requires no action. The student takes the exam in the classroom with standard time
- **Take your exams with accommodations that are arranged by the instructor.**
 - Discuss arrangements with the professor.
- **Schedule to take your exams with accommodations at the OWU Testing Center.**
 - Students may request this option for all exams
 - Student may be required to utilize this option based professors availability
 - Students may be required to utilize this option based on accommodations required. This may include but not limited to:
 - Distraction reduced space
 - Computer for essay/short answer
 - Audible output for exams

What should students and professors know about arranging exam proctoring with the OWU Testing Center?

The OWU Testing Center works with students and professors to ensure exam proctoring requests are completed as soon as possible. As with all accommodations, students are responsible for communicating with the Director of Accessibility Services at the beginning of each semester to discuss their exam accommodation needs.

The OWU Testing Center can proctor exams for any student at OWU. The student or professor can contact the Testing Center to begin the exam scheduling process. Students can schedule an exam, but

the date and time will need to be approved by the professor before the exam schedule will be finalized. General standard exam requests can be scheduled through the online [Exam Scheduling Request form](#).

How are Testing Accommodations Requested?

Student requests an ASO Registration Confirmation Letter, following the process emailed to them prior to the beginning of the term. Please allow 1-3 business days for the request to be processed.

Students email confirmation letter to professors of all classes that will require use of accommodations. Letters should be sent via email to professors within the first 3 weeks of the semester (prior to the first exam).

How are Exams Scheduled in OWU Testing Center?

- Students utilize the online [Exam Scheduling Request Form](#) to request exam scheduling

Although our first option is always scheduling the exam at the same time as the class, this may not always be possible. Due to the student's disability, accommodation needs, class schedule, class exam date/time and OWU Testing Center hours, an alternative day and/or time may be requested. The professor can allow the difference or provide the accommodation within the department office.

Instructors will receive prompts via email to upload any necessary exam files and provide instructions for proctoring. Exams should be uploaded to the [Test Retrieval Portal](#). Please provide requested exams in advance (preferably 2-3 business days). Some disability and accommodations require an exam to be converted to a different format. Submitting exams as Word Documents may reduce the need to manipulate the exam.

What are Options for Returning the Exam?

- Delivered to professor's departmental mailbox – In most cases, instructors will receive the exam by the end of the Testing Center business day
- Professor pick-up – Professor will receive an email once the student has completed the exam and can stop in anytime during business hours to pick up the exam.
- Scan and emailed- Professor will receive the exam via email, typically within 30 minutes of the student completing the exam

What is the Exam Proctoring Availability?

The Exam Proctor is responsible for scheduling exams onto the OWU Testing Center calendar. Exams are proctored on the following dates during the following time blocks:

Weeks #1-15

Monday 10:00 AM – 4:00 PM

Tuesday - Friday 8:00 AM – 4:00 PM

Exams may be scheduled outside of these schedule times with advanced notice based on Testing Center and/or ASO Director availability. The OWU Testing Center remains currently in a building with physical access challenges, so students with mobility-related disabilities may receive their proctored exams in the Sagan ARC offices (Suite 324, Hamilton-Williams Campus Center).

Final Exams

The Testing Center follows the University final exam block scheduling system with start times of 8:30am and 1:30pm. A 6:00pm start time has been implemented for students and professors who need the 7:30pm exam start time. This is only an option if the exam cannot be taken on a different day and/or time.

Due to some disabilities, some students may not be able to take multiple final exams on the same day. In this instance, the Testing Center will work with the student and professor in advance to determine the best option.

Students are not guaranteed accommodations if they make exam proctor requests the business day before or the business day of the desired exam proctor time. The Testing Center will determine the ability to accommodate any last-minute requests and provide alternative options as needed.

What are students asked to do at the time of their scheduled exam proctoring?

- Students should arrive a few minutes prior to the scheduled exam proctor appointment with professor-approved exam completion materials (i.e. pencil(s), pen(s), blue book, reference sheet(s), scientific or graphing calculator).
- Cell phones, smart phones, smart watches, computers, tablets, backpacks, purses, and other unauthorized materials (e.g., textbooks, notes, and electronic devices) must be placed in a designated space in the Testing Center. Any auxiliary materials used during exams must be approved by the professor of record.
- Students remain in the OWU Testing Center for the duration of the exam, once the exam begins. Students are allowed restroom break during the exam but are required to show empty pockets before leaving the room. Students are only allowed to use the single occupancy restroom closest in proximity to the Testing Center.

- Students may take a proctor monitored break and stretch their legs by walking down hall.
- Students may not leave the OWU Testing Center and come back to complete an exam.
- Students speak to the Exam Coordinator immediately if
 - There are questions about exam instructions. The OWU Testing Center will attempt to contact professors for clarification;
 - Ambient noise or other distractions exceed acceptable levels.
- Students will abide by [Ohio Wesleyan University Academic Honesty Policy](#). If there is evidence of academic dishonesty (i.e., cheating, plagiarizing, or supporting other students' dishonesty), the Director of Accessibility Services will inform the instructor regarding these potential concerns during or after students have completed their exams.
- Students understand that the OWU Testing Center Exam Proctor will make random integrity checks during exam proctor appointments. Random integrity checks feature the Exam Proctor walking around and near each student, and looking over each student's shoulder to ensure exam integrity.
- Students understand the policies for lateness, illness, or missing or canceling exams.
- Students must stop immediately at the designated time and return exams to the OWU Testing Center Exam Proctor. No additional time for exam completion is permitted unless approved by professor to the OWU Testing Center.

What about Extenuating Circumstances?

- **Lateness:** Students who arrive 20 minutes beyond the scheduled exam time may be asked to reschedule exams with their professors and the OWU Testing Center. There is no guarantee professors will allow a make-up exam. The OWU Testing Center will email the student, copying the professor of record, to notify the student of their lateness, requesting the student arrive or have the appointment cancelled. If the student does not arrive within 30 minutes of the scheduled appointment, it will be cancelled and the student is responsible for collaborating with their course professor in order to re-schedule either with the professor or within the OWU Testing Center.
- **Illness:** Students should contact their professors and the OWU Testing Center as soon as possible if they are ill and unable to complete an exam. There is no guarantee professors will allow a make-up exam.

- **Missing Exams:** The OWU Testing Center will inform professors if students do not arrive up for their scheduled exam proctoring appointments in the OWU Testing Center.
- **Canceling Exams:** Students should contact the OWU Testing Center as soon as possible if they have decided not to complete exams that were scheduled in the OWU Testing Center.

What should students and professors know about specific kinds of exam accommodations?

Students typically need one or more of the following types of testing accommodations: extended time, distraction-reduced space, computers/assistive technology; alternative exam or exam answer formats. Extended time and distraction-reduced space are the most common requests for exam accommodations.

Extended testing time. Unless the exam or other class activity is assessing for speed or efficiency, students approved for this accommodation may require additional time for completing exams, quizzes, in-class writing assignments, lab exams, 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 time does not mean unlimited time; students who require extended time are typically approved for 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 approved for this accommodation should take exams in environments (e.g., seminar rooms, unused classrooms, professors' offices, or the OWU Testing Center) with minimal **auditory, visual, and other sensory distractions**. (i.e. talking, sniffing, food wrappers, typing, halogen lighting, music, etc.).

Note: Students should not expect a "distraction-free" exam environment. Private settings for exams require the approval of the Director of Accessibility Services in advance, and may require discussion between professor, student, and the Director of Accessibility Services.

Assistive technology and computer use. The OWU Testing Center has desktop and laptop computers (without Internet access) with text-to-speech and/or speech-to-text software, and word-processing (MS Word) accommodations.

Exams formatted for audio output or speech input. The Director of Accessibility Services and the OWU Testing Center are responsible for approving and converting exams into these formats based on individual student access needs.

Alternate format exam answer document. Some students require the use of a computer or tablet to record exam answers rather than physically writing answers or completing a Scantron sheet. The OWU Testing Center is equipped to scribe when this accommodation has been approved by the Accessibility Services Office.

Questions? Comments? Concerns?

Please direct any inquiries regarding this policy and procedure to the OWU Testing Center in University Hall 114 (740) 368-3857 or the Director of Accessibility Services in Hamilton-Williams Campus Center, Suite 324, (740) 368-3990.