Policy

The UW-Colleges Library staff work in partnership with students and faculty to accommodate test-takers with disabilities. Approved accommodations may be provided directly by the professor or department (extended time, low distraction environment) or within the Alternative Testing Area available in each library (private room, use of a reader or scribe, assistive technology, etc.). Students must be registered with Student Accessibility Services and provide documentation justifying the need for alternative testing accommodations in order to be approved for and utilize this service. Students without an Individual Accommodation Plan (IAP) approved by the Director of Student Accessibility Services, are not eligible to use services provided through the Alternative Testing Area.

Student Procedures

1. When approved for testing accommodations, students must meet with their Campus Contact to review, sign, and date the Alternative Testing Agreement.

2. Each semester, students must provide a copy of their Individual Accommodation Plan to the instructor of each class for which they would like to use alternative testing accommodations. Ideally, this will happen within the first two weeks of classes.

3. Students who do not require 1) assistive technology, 2) a reader, or 3) a scribe for their exam but instead only require extended time on their exams should consult with their instructor about taking the test in class with extended time. This would provide the student with access to the instructor if they have questions about the exam.

4. Students must schedule their test/quiz/exam with the library staff for their regularly scheduled class time (when the rest of the class will be taking it) at least 5 business days in advance. This time is needed in order for a proctor/reader/scribe to be scheduled and the test to be delivered by the faculty.

5. Due to the large number of students using alternative testing services, students should schedule final exams by either December 1st (Fall semester) or May 1st (Spring semester)

6. When scheduling, the Student will complete the top section of the “Testing Accommodation Request Form” and provide it to the instructor one week in advance of their scheduled exam date.
   - Students may only request/use testing accommodations for which they have received approval on their Individual Accommodation Plan.
   - If a student is unsure of his/her specific testing accommodations, they should check their Individual Accommodation Plan or they may ask their Campus Contact.

7. Students are expected to arrive early and be prepared to begin their exam at their scheduled start time. Late arrivals forfeit test-taking time and will be required to sign the “Acknowledgement of Late Arrival” statement on the reverse side of the “Testing Accommodation Request Form.”

8. Questions regarding accommodation services can be directed to Kristin Hoffmann, Director of Student Accessibility Services: 262-524-3957 or kristin.hoffmann@uwc.edu
Instructor Procedures

1. When the student submits a “Testing Accommodation Request Form” the instructor will complete the Instructor Section, attach it to the exam and deliver it to the LSA/CASE associated in the Library at least 24 hours prior to the scheduled test time. To maintain test security, exams should not be placed in inter-campus mail or delivered by students. Exams will be kept in locked storage when not in use by the student.

REMINDERS:

- Only testing accommodations included on a student’s approved individual accommodation plan may be utilized. If the entire class is permitted to use a calculator, notes, etc… instructors should indicate it is so on the “Testing Accommodation Request Form/Cover Sheet.”

- Students are required to provide documentation of their disability to Student Accessibility Services. They are evaluated on an individual basis to determine the appropriate type of accommodations to meet their specific needs. Instructors may not authorize special accommodations such as “unlimited time, open notes, etc.”

- If a student’s only testing accommodation is “Extended time” instructors are encouraged to make an effort to provide the additional time within the classroom setting. If a student also needs a “low-distraction environment,” an adjacent classroom which is vacant/available may be used. This will provide the student with the advantage of hearing test instructions first-hand and the ability to ask questions if needed.

2. The Instructor will be notified by Library staff (usually via email) when the student’s exam is ready to be picked up. Completed Exams will not be delivered by Library staff or released to students.

3. Limited staff availability makes it impossible to accommodate flexible start and end times of exams. If a student arrives late for their scheduled exam time, they forfeit that amount of time. Instructors are welcome to provide the approved accommodation to the student directly if they wish to allow make-up of the lost time.

4. Instructors are not obligated to approve testing appointment requests if:
   - An Individual Accommodation Plan (IAP) was not received from the student
   - The request is made without adequate notice
   - The requested test date is after the test date for the class
   - The parameters of the request are not acceptable/compromise the objectives of the course
   - The faculty member wishes to provide the student with their accommodations in the classroom

5. Instructors are encouraged to problem-solve with the student, Campus Contact, and Library Staff if there are specific testing circumstances which require unique arrangements (i.e. listening exercises, lab components, etc.)

6. Questions regarding accommodation services can be directed to Kristin Hoffmann, Director of Student Accessibility Services: 262-524-3957 or kristin.hoffmann@uwc.edu