

lgreen@siena.edu

## Office of Accessibility

518-783-4239

## **Faculty Guide for Testing Accommodations**

Students must present the current semester's Accommodation Letter stating they are eligible for testing accommodations (1.5x time, 2x time, Reader, Scribe, Computer on exams, etc.).

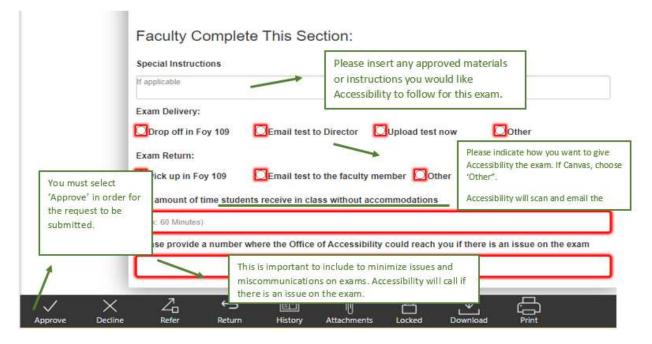
We ask students to submit these requests at least 5 days prior to the exam so it gives time for the faculty to fill out the request and then time for Accessibility to approve the request. Please discuss any restrictions on date/ time with the student so they are making the request timely and accurate.

The Testing Center hours for proctoring exams are 8:45am- 4:00pm. Hennepin Testing Center is the primary location for testing and Foy 108 is used as needed. If a student needs to take an exam outside of the Testing Center's hours they must obtain permission to do so prior to submitting a request on Etrieve. Emailing exams to the Office using <u>asscessibility@siena.edu</u> or the Director's email <u>lgreen@siena.edu</u> is the preferred way to provide the Office of Accessibility your exam. Having the office scan and email the exam back to the professor is the preferred method for exam delivery to the professor. If a professor needs to drop off or pick up an exam, it can be done so in the Hennepin Testing Center from 8:45am to 4:15pm. Daily emails will be sent as reminders when you have a student scheduled to take an exam.

- 1. You will receive an email from <u>etrieve-no-reply@siena.edu</u>.
- 2. Please log into Etrieve (using Siena login information)
- 3. Please go into your inbox and fill out each request.
- 4. Review the request.
  - If you do not approve of the date/ time being requested you can decline the request or you can add a note in the request for Accessibility to change the date/ time of the request.

	Class (Title &	& Number)	Faculty Member
Student's Name	General Phy	sic	Faculty Name
Date and time exam is	originally scheduled:		
Date		Exam Time	Some students need to take their exam a
03/09/2023		1:00 PM	different time than class to account for the extended time and other courses that may
Date and time you are	requesting to take exam:		interact.
Date		Exam Time	Students must have professor permission take the exam on a different day.
03/07/2023		9:00 AM	
will be asked to change		ubmitting a request to	time to complete your exam by 4:30pm You begin at an appropriate time.
will be asked to change	your start time if you are not s	ubmitting a request to	
will be asked to change Please check any item Open Book	your start time if you are not s	ubmitting a request to	begin at an appropriate time.
will be asked to change Please check any item Open Book Formula Sheet	your start time if you are not s s permitted by the instructo	ubmitting a request to r for this exam: U Word Other	begin at an appropriate time.
will be asked to change Please check any item Open Book Formula Sheet	your start time if you are not s s permitted by the instructo Calculator	ubmitting a request to r for this exam: U Word Other	Use of Notes Use of Notes None Make sure what is selected matches what is
will be asked to change Please check any item Open Book Please check any testi Computer	your start time if you are not s s permitted by the instructo Calculator Excel ng accomodations you wou	ubmitting a request to r for this exam: Word Other Id need on this exam	Use of Notes
will be asked to change Please check any item Open Book Formula Sheet Please check any testi Computer Large Print	your start time if you are not s s permitted by the instructo Calculator Excel ng accomodations you wou	ubmitting a request to r for this exam:	Use of Notes Use of Notes None Make sure what is selected matches what is approved for the exam.
will be asked to change Please check any item Open Book Formula Sheet Please check any testi Computer Large Print	your start time if you are not s s permitted by the instructo Calculator Excel ng accomodations you wou Reader Assistive Technolo	ubmitting a request to r for this exam:	Use of Notes Use of Notes None Make sure what is selected matches what is approved for the exam.

- 5. Fill out Instructor Section:
  - Add any instructions or approved material for the exam.
  - Select how you want to deliver the exam to Accessibility: 'drop off', 'email', 'upload' or 'other'. If the exam is on Canvas please select "other' and write in the box 'Canvas'.
  - Select how you want to receive the exam back from Accessibility: 'pick up' from Foy 109, scanned and 'email' to you, or 'other'. If the exam is on Canvas please select "other' and write in the box 'Canvas'.
  - Provide the amount of time given to all students in the class. Do not add the student's extended time to this number.
  - Provide a phone number that Accessibility can reach you at during the exam if there is an issue or concern.



- 6. Select 'Approve".
  - If you do not select 'approve' the request will not be sent to Accessibility.
- 7. Accessibility will approve the request and a confirmation email will be sent to both Student and Faculty.

## **Testing Accommodations Tips and Tricks**

- Please fill out the Etrieve Testing Requests as soon as possible as it determines staffing for the day.
- Please make sure you are looking at the date and time the student is requesting to take the exam as it may differ from when the exam is being administered for the rest of the class.
- If there are special instructions on the exam, please indicate this in the request. (Computer software, etc.)
- Exams should be emailed or delivered to the Office of Accessibility before the students requested time, preferably the day before as it takes time to organize all of the exams we are administering.
- For exams on CANVAS, please make sure you are opening the exam at the students start time and allocating the student's extended time.

• For requests that are lingering in your Etrieve Inbox, please let Accessibility know and they will close the request.

Ensuring that our students receive their eligible accommodations is a priority for our office and we appreciate your continued support and collaboration.