



Lindsay Green, Director of
Accessibility
lgreen@siena.edu
518-783-4239

Office of Accessibility Testing Accommodation & Distraction Reduced Location Policy and Protocol

If you have the accommodation of testing accommodations (1.5x time, 2x time, Reader, Scribe, Computer on exams, etc.) please read through our policy and protocols.

All requests for testing accommodations must be submitted through the Office of Accessibility at **least 5 days prior to the date of quiz, test or exam**. Please note that extended testing time is only applicable to timed exams but if the need for a reader, scribe or computer is present, you may still submit a request for the specific assessment. All exams will be proctored by Office of Accessibility staff in our testing areas (Foy 108 & Hennepin Hall Testing Center (ground level).

1. Discuss with your professor the parameters of the quiz, test or exam (how long the professor is giving the class to complete, when the quiz, test, exam occurring during the class, and how they would like you to complete this).
2. Submit a request at **least 5 days prior** to exam occurring
<https://www.siena.edu/testaccommodationform>
 - a. You will use your Siena Log in without the "@siena.edu"
3. Fill out all the required information. ***Please note: The Testing Center will proctor between 8:45am- 4pm, Monday through Friday. If your assessment is occurring at a different time, please discuss with your professor and the Office of Accessibility on when this assessment should be completed. If you need the Office to proctor an exam earlier or later than the Testing Center hours you must request this by emailing the Director of Accessibility and obtain permission prior to submitting a request on Etrieve. Any request that is submitted outside the Testing Center hours may be denied or the time will be adjusted to fit with in Testing Center hours.***
4. Office of Accessibility and your professor will collaborate on setting up the exam for accommodations.
5. Accessibility will email you confirming exam, date, start time, location and who will proctor you.
6. At 7am the day of your quiz or exam, you will be emailed confirming the location of your exam and who is your proctor.
7. You will arrive at the testing location prepared and on time the day of the assessment. Your testing time begins at the scheduled start time. Please be prepared.
8. After the exam, The Office of Accessibility will return the exam to the professor.

Testing Accommodations only need to be submitted for those quiz, test, exams that you would like to receive accommodations on. If you want to take your exam in class with standard time, there is no need to notify the Office of Accessibility nor submit a form. If you want to set up reoccurring weekly quizzes, please email the Director to set this up.

Tips and Tricks

- If you need to submit a request and it is not prior to 5 days before the exam, please email the Director notifying that this is being submitted.
- If you need specific equipment, software or programs please list this on the request.
- If you need to change the time, move an exam or cancel, you must let the Office of Accessibility know.
- Calculators are student's responsibility to bring with them.
- Please make sure your computer or device is fully charged as the Testing Center cannot guarantee a testing place with an outlet.
- Scheduled exam time is when the exam will begin. The student should be in the Testing Center ready to begin at that time. This means, any personal tasks need to be completed, student should have used the bathroom, if needed. Students who are late are subject to potentially losing time on their exam. Students should not arrive early to exams. The Testing Center is not used as a study space prior to an exam unless given prior permission.

Please reach out to Lindsay Green, Director if you have any questions.