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SIENA
OFFICE OF ACCESSIBILITY

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. 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 asscessibility@siena.edu or the Director's email lgreen@siena.edu 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 etrieve-no-reply@siena.edu.
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.

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 Hennepin Testing Center, 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. You will have to verify that you have read and understand when the student has requested their exam.
7. Select 'Approve".
   - If you do not select 'approve' the request will not be sent to Accessibility.
8. 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.