

## 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 [accessibility@siena.edu](mailto:accessibility@siena.edu) or the Director's email [lgreen@siena.edu](mailto: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](mailto: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.

**Students Complete This Section:**

Name	Class (Title & Number)	Faculty Member
<input type="text" value="Student's Name"/>	<input type="text" value="General Physic."/>	<input type="text" value="Faculty Name"/>

Date and time exam is originally scheduled:

Date	Exam Time
<input type="text" value="03/09/2023"/>	<input type="text" value="1:00 PM"/>

Date and time you are requesting to take exam:

Date	Exam Time
<input type="text" value="03/07/2023"/>	<input type="text" value="9:00 AM"/>

Some students need to take their exam at a different time than class to account for their extended time and other courses that may interact.

Students must have professor permission to take the exam on a different day.

Please note all exams must finish by 4:30pm when the Office of Accessibility closes. Please keep in mind that if you have extended time, you are choosing a start time that will give you enough time to complete your exam by 4:30pm You will be asked to change your start time if you are not submitting a request to begin at an appropriate time.

Please check any items permitted by the instructor for this exam:

<input type="checkbox"/> Open Book	<input checked="" type="checkbox"/> Calculator	<input type="checkbox"/> Word	<input type="checkbox"/> Use of Notes
<input checked="" type="checkbox"/> Formula Sheet	<input type="checkbox"/> Excel	<input type="checkbox"/> Other	<input type="checkbox"/> None

Make sure what is selected matches what is approved for the exam.

Please check any testing accommodations you would need on this exam:

<input type="checkbox"/> Computer	<input type="checkbox"/> Reader	<input type="checkbox"/> Scribe
<input type="checkbox"/> Large Print	<input type="checkbox"/> Assistive Technology	<input type="checkbox"/> None

Please add any comments or additional accommodations needed for this exam

Do you need an office computer or special software for your 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 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.

The screenshot shows a form titled "Faculty Complete This Section:" with several sections and annotations:

- Special Instructions:** A text box with the placeholder "If applicable". A green arrow points to it with a callout box: "Please insert any approved materials or instructions you would like Accessibility to follow for this exam."
- Exam Delivery:** Radio buttons for "Drop off in Foy 109", "Email test to Director", "Upload test now", and "Other". A green arrow points to the "Other" option with a callout box: "Please indicate how you want to give Accessibility the exam. If Canvas, choose 'Other'".
- Exam Return:** Radio buttons for "Pick up in Foy 109", "Email test to the faculty member", and "Other". A green arrow points to the "Other" option with a callout box: "Please indicate how you want to give Accessibility the exam. If Canvas, choose 'Other'".
- Amount of time:** A text box with the placeholder "amount of time students receive in class without accommodations". A red box highlights this field with a callout box: "You must select 'Approve' in order for the request to be submitted."
- Phone number:** A text box with the placeholder "Please provide a number where the Office of Accessibility could reach you if there is an issue on the exam". A red box highlights this field with a callout box: "This is important to include to minimize issues and miscommunications on exams. Accessibility will call if there is an issue on the exam."

At the bottom, there is a navigation bar with icons for "Approve", "Decline", "Refer", "Return", "History", "Attachments", "Locked", "Download", and "Print".

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.