

## **Exam Accommodations FAQ**

Students receiving accommodations through Students with Disabilities Services (SDS) who are eligible to receive exam accommodations should receive these accommodations directly from their professors. When necessary, however, SDS is prepared to assist professors by providing alternate testing rooms or proctors during normal office hours. Following are a few answers to questions professors may have when assisting students with exam accommodations.

### **1. How do I know what exam accommodations to provide?**

Students, approved for exam accommodations, should provide you with a letter from SDS indicating the exam accommodations needed. Exam accommodations may include but are not limited to: extended time, low distraction environment or private room, use of a computer, large print, scribe or reader. Specific accommodations are specified in the letter. However, the student is the expert on his/her exam challenges, feel free to speak with the student directly in advance of the exam.

### **2. What constitutes a low distraction environment?**

A low distraction environment is a testing locale with minimal interruptions and limited noise. Smaller classrooms with few students or a quiet office would be suitable. It is important to discuss the proposed testing environment with the student in order to determine the appropriateness of the testing environment.

### **3. Should I contact Students with Disability Services if I am providing the exam accommodations on my own?**

It is not necessary for the instructor to contact SDS if providing exam accommodations without assistance from SDS, nor is it necessary to complete the Request for Proctoring Services form.

NOTE: The Students with Disability Services office does not expect you to change course guidelines or standards. The purpose of accommodation is to ensure equal educational opportunity as mandated by the American with Disabilities Act.