

Student Accessibility Services

Test Accommodation Orientation

Academic Accommodations Coordinator
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Test Accommodation Services Overview

Provided in this orientation are the required steps in order for students to receive their approved test accommodations for both onsite and online exams in their courses.

For any exams outside of a student's course, students must contact SAS at accommodations@nu.edu with timely notice for next steps.

Agenda

- A. Student Responsibilities for Onsite Exams
- B. Expectations for Day of Onsite Exam
- C. Additional Policies for Onsite Exams
- D. Student Responsibilities for Online Exams
- E. **IMPORTANT** Blackboard Information
- F. Contact Information for SAS
- G. Mandatory Test Orientation Checklist Form

A) Student Responsibilities for Onsite Exams

1. Read and abide by Test Accommodation Policies and Guidelines
2. Provide a copy of your Accommodation Letter to your professor of record
3. Complete an Onsite Test Accommodation Request Form and submit to accommodations@nu.edu five business days prior to first exam
4. For Blackboard exams, inform and remind your professor of record to change your test time as your extended time is not automatically applied

A-1: Read and Abide by the Test Accommodation Policies and Guidelines

- ▶ In order to receive test accommodations services, all students must read and abide by the Test Accommodation Policies and Guidelines
- ▶ This document is located online at [Accessibility Forms and Guides](#)
- ▶ For any questions about this document, contact accommodations@nu.edu

A-2: Provide a Copy of your Accommodation Letter to your Professor

- ▶ Before your course begins, connect with the professor of record to discuss your approved academic accommodations and upcoming exam requests
- ▶ SAS recommends providing a copy at least **1** week prior to the start of your course
- ▶ Send by email or provide a copy in person
- ▶ For additional support, students may copy (CC) accommodations@nu.edu on emails sent to your professor

A-3: Complete an Onsite Test Accommodation Request Form

- ▶ In order to arrange a proctor and a room for onsite exams, students are required to submit an Onsite Test Accommodation Request Form (OTARF)
- ▶ The OTARF located online at: [Accessibility Forms and Guides](#)
- ▶ Students must receive professor approval of the (OTARF)
- ▶ A complete OTARF with professor approval is required to be submitted to SAS at accommodations@nu.edu **at least 5 business days prior to the exam**
- ▶ For assistance with how to fill out the form contact SAS at accommodations@nu.edu

B) Expectations and Day of Onsite Exam

- Upon receiving an approved OTARF five business days prior to the exam, SAS will arrange a proctor and room at the campus your course is located.
- SAS will send email confirmations to you and your professor details on the date, time, and proctor's name.
- If the professor will teach after their exam, SAS will schedule exams with accommodations to start earlier than the class to accommodate the full approved extended test time.
- Should students be approved for additional test accommodations and wish to use their accommodations, they are required to include the specific accommodation on the Onsite Test Accommodation Request Form (OTARF). This is required for onsite quizzes and exams only.
- On the day of the scheduled exam, students are expected to arrive at **least 10 minutes early.**
- Students should check in with the Center Assistant to learn of the room location.

C) Additional Policies for Onsite Exams

- ▶ **Timely Notice-** The Onsite Test Accommodation Request Form (OTARF) with professor approval is required to be submitted to accommodation@nu.edu at least **5** business days before the exam.
- ▶ **Late Policy-** Exam time begins promptly as scheduled. If the student has not arrived at the testing location within five minutes of the scheduled time (according to the clock in the testing location or in the proctor's possession), student will not be allowed to test. Any disability related-late arrivals must contact SAS immediately at accommodations@nu.edu in order to determine if the student should reschedule or use the remainder of the time left to test.
- ▶ **Reschedule/Make Up Exams-** Rescheduling an exam can only be done with professor approval. Students seeking to reschedule an exam or make up exam should first obtain approval for the rescheduled date/time from the professor and submit a new Onsite Test Accommodation Request Form (OTARF) to accommodations@nu.edu. All requests for rescheduled exams are required to be submitted to SAS at least five business days before the rescheduled quiz/exam.
- ▶ **Cancellation Policy-** In order to remain eligible for onsite test accommodations through Student Accessibility Services, it is the student's responsibility to notify the office of cancellations as soon as possible, and at least 24 hours in advance by e-mailing accommodations@nu.edu.

D) Student Responsibility for Online Exams

1. Read and abide by the Test Accommodation Policies and Guidelines.
2. Provide a copy of your Accommodation Letter to your professor of record right away, preferably 1 week before the course begins.
3. Inform your professor to change the test time for each quiz or exam in Blackboard to reflect your approved extended test time.
4. Refer your professor to CIL Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as the resource on how to change or to add the extended test time.

**If you are required to take any exams through a website other than Blackboard, contact accommodations@nu.edu 5 business days prior to first exam to determine to receive your approved extended test time.

E) Important Blackboard Information

- **The extended test time is NOT automatically set up.** Students must communicate to their professor of record to change the test time.
- Before taking any exams, ensure that your extra test time has been applied, if there are any discrepancies, contact your professor right away.
- Contact SAS right away at accommodations@nu.edu for any questions regarding your accommodations.

F) For Any Questions

Your first point of contact for your approved test accommodations is the Academic Accommodations Coordinator with SAS

Contact the Academic Accommodations Coordinator at:

- Request an appointment using the scheduling tool at: <http://www.meetme.so/nutesting>
- Email: accommodations@nu.edu
- Phone: (858)521-3968

For additional information and resources visit www.nu.edu/sas

G) Final Step: Mandatory Checklist Required

In order to conclude your orientation, submit the online Mandatory Checklist Form at [Mandatory Test Orientation Checklist Form](#).

This form is also located on our website at www.nu.edu/sas under the Accessibility Forms and Guides tab.

Should you have any questions about the form or the information provided in this orientation, email accommodations@nu.edu request an appointment.