

## Time Frame for Submitting Tests & Information to DSO

Why is the Disability Office always sending reminders to submit accommodative testing forms and tests ahead of time?

- DSO oversees several hundred accommodative tests each semester. We are a small office of only 3 staff members and are very limited in testing space.
- Different students require different accommodations. While some may only require extended time, others may need print enlarged or need to have their tests read on the computer using screen reading software. We need time to prepare these tests. If a test needs to be read on the computer, it takes time to scan, convert and edit the test. Sometimes students must test in alternate locations due to our lack of space, so we need time to send the tests to the appropriate locations.

Accommodative testing forms **MUST** be filled out and submitted for **EVERY** student and **EVERY** test, **EVERY TIME** a student schedules.

### **Why?**

- Tests can vary in the amount of time the class is given to take it, the time frame during which the test will be administered can change (depending on if review/lecture will be covered before or after the test), and what's allowed on each test may be different (notes, book, formula sheets, calculator, etc.)
- In order to keep track of the hundreds of tests we administer, it is essential that we have this information for every new test; even if the information is the same for every test all semester long. We cannot possibly keep track of every teacher's requirements for all of their classes. And, we want to be fair to our students and maintain instructors' trust, so we need this information to make sure that we are consistent with what the rest of the students in class are doing.
- When instructors don't fill out the accommodative testing form until the day before or the day of the exam, we're not sure if they've received the email and are aware that the student has scheduled. If we don't receive the test in time, it can be problematic; especially if the student is taking the test at a different time than the class and we are not able to track down the instructor in time. This results in the student having to take their test later than scheduled (which is not fair to the student).

Why do tests need to be submitted in advance?

- Submit tests **AT LEAST** one day in advance (the Friday before for Monday exams). This is so that we can make any preparations necessary and it allows the process to run more smoothly. We may not always be able to go out and look for instructors in classrooms or their offices; especially if there is only one staff member working and there are tests being administered in the office.
- If every instructor dropped their test off at the last minute, we could not possibly prepare all exams, deliver them to the appropriate locations and have them ready so that each

student is able to start on time. This again can make things difficult because many students schedule exams in between other classes. They are scheduled with only enough time to take their exam (with extended time) and then get to their next class.

- If the student starts the exam late (and it wasn't their fault), this can then result in them missing their next class, which we would never want to happen. So, they'd need to come back later in the day to complete the exam. We'd break the test into 2 parts so that they don't see the entire exam. This can create issues for our office if we already have many students testing for the day and don't have enough space to accommodate all of them.

Why do final exams need to be submitted further in advance?

- On final exam days, our office may administer up to 50 or more tests in one day. We need to make all the necessary preparations for these exams, and we will be sending tests to various locations on campus due to the large volume. So, we must have all of tests prepared and ready ahead of time (several days) in order to best accommodate our students, as well as to have the time to take care of those tests that some instructors will inevitably send to us at the last minute.
- By sending tests to us in timely manner and taking the few minutes it takes to fill out an accommodative testing form for each test, instructors are helping our office, the student testing, as well as themselves because we won't need to continuously remind them to send the materials in time.

Are there concerns that by sending us the test early, the integrity of the test may be in question?

- As soon as we receive exams from instructors, they are placed in an envelope and put away in a closed, lockable cabinet. We will not remove the test from the cabinet until the day it is to be administered. Our office is locked at night. Staff members are always present and if we do leave for some reason, the office will be locked. So, there is no reason to worry about the integrity of the test. We want to be fair and consistent, so our students are not going to be given any type of advantage over other students. And, we want instructors to trust and respect us and the work that we do, so we try to do everything we can to maintain that trust.