

TESTING ACCOMMODATIONS OVERVIEW FOR FACULTY

STUDENT SUCCESS CENTER
AULTMAN COLLEGE

1

STUDENT NOTIFIES FACULTY

The student will provide you with a copy of their accommodations letter, indicating that they will be using accommodations for the course. The date on the letter indicates the date when was officially registered with the SSC, which may be several semesters prior. Review the letter and keep for your records.

2

STUDENT SCHEDULES EXAMS

The student is solely responsible for scheduling their tests with the SSC. You will be asked to sign the student's test scheduling form as a confirmation that you have received the student's letter. The student may ask you about the length of exams and whether there will be scheduled lecture afterward.

3

FACULTY PREPS MATERIALS

At least one business day before the exam, submit the Proctoring Instructions form (one sheet per exam, not per student) and any necessary materials to the SSC Coordinator physically in the SSC lockbox or via email.

ExamSoft will be preset to account for extended time. TIP: It is helpful to set a time limit for exams rather than set unlimited time (unless it is truly unlimited).

4

DAY OF EXAM

The student will come directly to the SSC for testing and will return for lecture, if applicable. In this case, the student will start their exam early to account for extended time.

5

AFTER THE EXAM

The SSC Coordinator will return a proctoring report and test materials to your mailbox. Keep this for your records.