



Special Accommodations for Students with Disabilities:
Scheduling Exams Through the Office of Academic Enrichment Services

The Office of Academic Enrichment Services, located on the first floor of the Gannett-Tripp Library, near the Media Collections area, offers exam-proctoring services to assist students and faculty. Testing sites on the second floor of the Library can be proctored between 8:00 a.m. and 5:00 p.m. Monday through Friday, while Term I (Fall), Term II (Winter), and Term III (Spring) classes are in session. Proctoring for summer sessions is available on a more limited basis, as needed. When scheduling exams through the Office of Academic Enrichment Services, the following procedures must be followed in order to ensure fairness, test security, and the integrity of accommodation requests:

- When a student with a disability requests an exam accommodation, the Director of Accessibility Services will schedule one or more of the following test accommodations, given that the student provides documentation that supports the request:
 - a quiet, non-distracting room
 - extended time (no more than time and one-half or double time, based upon supporting documentation, by the Director of Education Services)
 - a computer for essay questions, paragraph writing, etc.
 - reader and/or scribe for exam

The student is responsible for submitting an Exam Request Form (see attached) for any of the above accommodations, to Carolyn Draht, Director of Accessibility Services, in McGraw Hall Room 113 or to Brittany Chapman '09 in the Office of Academic Enrichment Services of the Gannett-Tripp Library, in a timely manner (at least 2 business days prior to the test). Failure to provide this reasonable advance notice may result in the student being unable to use Office of Academic Enrichment Services facilities for the exam. In such a case, the student is responsible for making accommodation arrangements with the individual instructor.

The student must obtain the faculty member's signature on the Exam Request Form. Faculty members SHOULD NOT keep the request forms, submit them for the student, or attach them to test copies. As soon as the Exam Request Form is signed, the student should return it to Carolyn Draht or to Brittany Chapman '09, who will schedule the exam at the requested time in the Library.

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All exams will be proctored in the Gannett-Tripp Library. The student must appear for the exam at the agreed upon time and will be allowed only the amount of time requested and authorized. The exam will be collected at the end time specified (or sooner, if the student has completed the exam).

Student must leave books, notebooks, phones, hats, backpacks, and purses in the Academic Enrichment Services office; for all exams that are “open book, open notes,” the student will be allowed notebooks and textbooks in the exam room. Students who take exams in quiet rooms will be monitored closely, in the same room, by the Academic Enrichment Services Coordinator or other College administrator. If a student is found with unauthorized materials in the room, leaves the testing room (except for permitted breaks), or communicates with any other person or persons in or outside of the testing area, the exam will be terminated immediately and returned to the faculty member with a note of explanation.

When the exam is completed or the designated testing time is up, the exam will be collected by the proctor. The exam will be placed in a secure file until it is either picked up by the faculty member or can be delivered to the faculty member’s office.

Faculty members are asked to deliver exams to be proctored by the Office of Academic Enrichment Services to Brittany at least 24 hours in advance of the exam administration. Exams will be kept in a locked file, with access only by the Academic Enrichment Services Coordinator and the Dean of the Library. Exams can be sent electronically as attachments to Brittany or Carolyn, and returned as a paper copy or as an email attachment to the professor.

Students should never be asked to pick up an exam in the classroom and bring the exam to the Library. This would unfairly and illegally identify the student with a disability, and jeopardize exam security as well.

Faculty members are discouraged from sending exam copies through campus mail. The Office of Academic Enrichment Services will not assume responsibility for exams delivered in such a manner. Nor will the Office of Academic Enrichment Services return completed exams to faculty members by campus mail. The faculty member must pick up the exam or the Exam Request Form must indicate that the student or proctor is to return it to the faculty member in a sealed envelope, signed across the flap by the Academic Enrichment Services Coordinator.



For Office Use Only:

Approved:	Date:	Time:

ELMIRA COLLEGE

Request for Testing Accommodations in the Gannett-Tripp Library
Office of Academic Enrichment Services

THIS SERVICE IS AVAILABLE MONDAY THROUGH FRIDAY
8:00 A.M. – 5:00 P.M. WHILE CLASSES ARE IN SESSION

A REASONABLE amount of advance request time is required to arrange for an exam accommodation. Students must bring this form, completed and signed BY BOTH THE INSTRUCTOR AND STUDENT, to the Director of Accessibility Services in McGraw Hall, Room 113, or to the Academic Enrichment Services Coordinator on the 1st floor of the Library, no later than two business days (at least 48 hours) before the intended start time of the exam. Failure to do so may result in the exam being scheduled later than desired, or not at all.

This form must be returned to Carolyn Draht in McGraw Hall Room 113 or to Brittany Chapman '09 in the Library
WITH INSTRUCTOR AND STUDENT SIGNATURES at least 2 business days prior to the exam

Please PRINT CLEARLY:

Student Name: _____ Date: _____

Course Number: _____ Instructor: _____

PART I: (to be completed by the student and verified by the instructor)	
I am requesting an exam accommodation for the following date: _____	
Beginning Time: _____	Ending Time: _____ (No more than double time)
Requested Accommodations (check all that apply to this particular exam):	
<input type="checkbox"/> Extra time	<input type="checkbox"/> Use of a calculator
<input type="checkbox"/> Quiet, non-distracting environment	<input type="checkbox"/> Use of word processor
<input type="checkbox"/> Reader or Exam questions recorded on tape	<input type="checkbox"/> Large print test copy
<input type="checkbox"/> Responses to exam questions to be recorded on cassette tape instead of on paper	<input type="checkbox"/> Scribe
<input type="checkbox"/> Other _____	

Note: The Director of Accessibility Services may contact the instructor to verify the checked accommodations once this form is submitted by the student.

PART II: (to be completed by the instructor)	Verification = Instructor Signature
Special Instructions: _____	
Exams should be delivered to Brittany Chapman '09 in the Academic Enrichment Services Office on the 1 st floor of the Gannett-Tripp Library. We recommend that exams NOT be sent through campus mail.	
Instructors should arrange to pick up the completed exams from the Office of Academic Enrichment Services.	
Instructor Signature: _____	Date: _____

I have discussed my exam accommodations with my instructor and am in agreement with the information on this form.

Student Signature: _____ Date: _____