Student Guide to Requesting Testing Accommodations

University of Connecticut
Center for Students with Disabilities
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Introduction

Welcome to the University of Connecticut and the Center for Students with Disabilities! The following guide will assist you in your transition to taking exams at the college level and working with our office in order to receive testing accommodations.

Exam Administration Team

Bryanna Anderson – Program Coordinator
Jennifer Egeberg – Accommodations Coordinator

Contact Info:

- E-mail: csdexams@uconn.edu
- Phone: (860) – 486 - 2020

Testing Accommodation Policy & Procedure

Policy

The Center for Students with Disabilities (CSD) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Depending on the nature and functional limitations of a student’s documented disability, he/she may be eligible for testing accommodations. A test, as used in this context, refers to quizzes and examinations taken during the semester in conjunction with an academic class. Test accommodations may include:

- Extended time to complete examinations and quizzes;
- A reduced distraction environment separate from the class;
- Use of assistive technology such as a computer or voice dictation; and/or
- Readers and/or scribes.

It is CSD policy that students take exams at the scheduled time of the course unless the faculty member approves an alternate time. If the faculty member cannot administer the exam either in class or within the department with the approved accommodations, exams may be administered by the CSD. Exams administered by the CSD will be proctored by CSD staff and/or live video surveillance cameras. Video will not be recorded or stored.
Procedure

Student Responsibilities

- For each quiz or exam to be administered by the CSD, the student, in collaboration with their faculty member, should complete an Exam Administration Form (Sections 1-5). Forms are available at the CSD, or on the CSD website at http://www.csd.uconn.edu/testing_accommodations.html.

- Exam Administration Forms must be submitted to the CSD at least 3 days in advance of the quiz or exam in order to ensure sufficient time to provide accommodations. Failure to provide adequate notice and/or incomplete forms may result in the accommodations not being available.

- If a student arrives more than 15 minutes late to take a scheduled exam, he/she must contact the faculty member to receive approval to take the exam.

Faculty Responsibilities

- In collaboration with the student, complete an Exam Administration Form (Sections 1-5) for each exam to be administered at the CSD.

- Deliver exams to the CSD in a timely manner via e-mail to csdexams@uconn.edu or confidential fax to (860) 486-4412. Exams may also be delivered in a sealed envelope by the faculty member, department designee (e.g., TA) or student. FACULTY MEMBERS SHOULD NOT SEND EXAMS TO THE CSD THROUGH CAMPUS MAIL.

- Assist the CSD in making appropriate arrangements for exam return. Whenever possible, the CSD will return exams via e-mail or fax. Faculty members or department designees may also pick up exams at the CSD. Faculty members may also request that the student return the exam in a sealed, security envelope. THE CSD WILL NOT RETURN EXAMS VIA CAMPUS MAIL.

CSD Responsibilities

- Communicate with faculty to make appropriate arrangements for exam delivery and return.

- Ensure the security and integrity of all exams administered at the CSD. Electronic devices, backpacks, hats, etc., are not permitted in the CSD testing rooms.

- Verify the approved accommodations for each exam. Once a student begins an exam, he/she cannot leave the testing room unless it is an approved accommodation.

- Verify the approved test materials with each faculty member prior to exam administration (e.g., calculator, note cards, formula sheets, etc.).

- Proctor each exam either in person or via live video surveillance. Video will not be recorded or stored.
• Resolve any issues that arise regarding this accommodation

**Academic Misconduct**

The CSD may serve as a proctor to the faculty for exam administration. The CSD upholds the University’s Responsibilities of Community Life: The Student Code, and academic misconduct, of any kind, will not be tolerated. In the event that a student is suspected of academic misconduct, the following steps will be taken:

• The exam will stopped and removed from the student.
• The CSD will contact the faculty member to apprise him/her of the situation.
• The faculty member will determine an appropriate course of action and the CSD will follow through accordingly.

**Requesting Testing Accommodations: A Step by Step Guide:**

**When taking an exam or quiz with the professor:**

• You do not need to obtain an Exam Administration Form
• This arrangement should be made with your professor
  o **Provide accommodation letters and remind your professor of the accommodations that you are approved for.**
  o **Please go over the time, location and any other details that need to be made with your professor.**

**When taking an exam or quiz at the CSD (professor cannot accommodate you):**

• Obtain an Exam Administration Form online at csd.uconn.edu or pick one up from the CSD for each exam or quiz you are planning to take at the CSD
• Once you have the form, complete sections 1-5 with your instructor
**Section 1: Student Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>PeopleSoft #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnny Evans</td>
<td>1232012</td>
<td>203-858-1234</td>
</tr>
</tbody>
</table>

**Section 2: Course and Instructor Information**

It is important to have this entire section filled out completely! For instance not all instructors use their UConn email address and sometimes the TA for the class will be the contact person in regards to receiving and returning this exam.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD 1101</td>
<td>05</td>
<td>Jennifer Anderson</td>
<td>6-2020</td>
<td>Oak Hall 202</td>
</tr>
</tbody>
</table>

**Section 3: Exam Information**

Please note that if you cannot take your exam at the same time the class does you must discuss with your professor an alternate time or day. This is indicated in the blank that says Date and Time at CSD. Normal business hours are Monday-Friday, 8am to 5pm.

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>Time allocated for</th>
<th>Date/Time of Exam in Class</th>
<th>Date/Time at CSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz</td>
<td></td>
<td>11/29/2013</td>
<td>Same</td>
</tr>
</tbody>
</table>

(All exams are to be taken during the scheduled time of the course unless an alternate time is approved by the instructor.)

**Materials Allowed:**

- No materials allowed
- Open Book
- Scrap Paper
- Calculator - Type?
- Check for pre-prog data?
- Notes/note cards - type/extent of use
- Formula Sheet - type/extent of use
- Provided with exam
- Other
Section 4: Exam Delivery and Return Information

Must be indicated.

- Delivery options:
  - E-mail to csdexams@uconn.edu
  - Confidential fax (860) 486-4412
  - Exam may also be delivered in a sealed envelope by you, the instructor or a department designee (such as the TA). **INSTRUCTORS SHOULD NOT SEND EXAMS TO THE CSD THROUGH CAMPUS MAIL.**

- The CSD secures all exams in a locked file cabinet upon receipt. Upon return, exams will be sealed in an envelope with an office label. If you are returning it, you will sign in section 7 of the exam form. If not, the person designated to pick it up, instructor or TA will sign in that section.

- Return options:
  - E-mail or fax to professor and/or department designee by CSD employee.
  - Exams may also be returned by you in a sealed envelope, or picked up by the instructor or department designee. **THE CSD WILL NOT RETURN EXAMS THROUGH CAMPUS MAIL.**

**Section 4: Exam Delivery and Return Information**

<table>
<thead>
<tr>
<th>Exam Delivery</th>
<th>Exam Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ E-mail to <a href="mailto:csdexams@uconn.edu">csdexams@uconn.edu</a></td>
<td>☐ CSD e-mails to ____________________________</td>
</tr>
<tr>
<td>☐ FAX (486-4412)</td>
<td>☐ CSD to FAX to ____________________________</td>
</tr>
<tr>
<td>☐ Student in a sealed envelope</td>
<td>☐ Student in a sealed envelope to Oak Hall 202</td>
</tr>
<tr>
<td>☐ Instructor/TA will deliver</td>
<td>☐ Instructor/TA will pickup</td>
</tr>
</tbody>
</table>

Section 5: Signature Verification

Instructor’s signature confirms that you have discussed this exam or quiz with them. If you change information on the form after the professor signs it, the professor will be notified.

**Section 5: Signature Verification**

| Student Signature: Johnny Exams | Date: 11 / 23 / 13 |
| Instructor Signature: Jennifer Anderson | Date: 11 / 23 / 13 |
PLEASE NOTE: Exams forms must be submitted at least 3 business days in advance in order to ensure adequate accommodations.

<table>
<thead>
<tr>
<th>If your exam is on...</th>
<th>You must hand in the COMPLETED Exam Administration Form to the CSD by the prior...</th>
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<tbody>
<tr>
<td>Monday</td>
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Once the exam form is submitted, you and your instructor will receive a confirmation email with the form.

- If information is not correct, the instructor must provide updated information.
- If instructor announces a change in information (i.e., materials allowed) in class prior to the exam, please send an email to csdexams@uconn.edu (with your professor cc’d) informing the exam team of this change.

Any questions regarding this procedure should be directed to Jennifer Egeberg, Accommodations Coordinator, at 860-486-2020 or via email at csdexams@uconn.edu.

Test Day: At the CSD

Beginning Your Exam

- You are encouraged to arrive 5-10 minutes early to check in at the Exam Administration Room. You may start your exam no more than 10 minutes prior to the approved start time.
- Place all belongings (bags, cell phones, jackets, headwear/hats, study material, etc.) in the shelves. Please turn phones off or on silent mode. A CSD staff member will monitor these items. The CSD is not responsible for lost or stolen property.
  - If you need to keep your headwear/hat on please speak with the Exam Coordinator.
- Please use the bathroom prior to the start of this exam.
  - You are not allowed to leave the exam room once you begin unless approved for that accommodation!
- CSD staff will retrieve your Exam Administration Form and exam. You will now need to initial and check off the following section of the exam administration form:
Once this is done the CSD staff member will offer you a timer to take in the exam room with you, show you to the exam room and you can begin your exam or quiz

Please note: If you have any questions or problems while in the Testing Room, please speak with the proctor.

GOOD LUCK!!

Ending your Exam

Once you have finished your exam, please return to the Exam Administration Room and turn in your exam (and timer) to the CSD staff member in the room

• You will then be asked to sign the following section on the Exam Administration Form.
• If you don’t feel that you received your accommodation(s), please do not sign and inform Jennifer Egeberg, Accommodations Coordinator of the situation.
If you are returning the exam, you must wait until your exam is prepared for delivery in a sealed envelope. You will then need to sign the right side of Section 7 on the Exam Administration Form. You are now all set to deliver your exam to your instructor immediately. If your instructor is not available, please leave your exam with the department secretary.

If the exam is being emailed or faxed back by the CSD or Instructor/TA pick up, you are okay to leave the CSD and you have successfully completed the process of taking an exam at the CSD.

Please note:

- Any scrap paper used during an exam will be returned along with the completed exam to your instructor and kept by the CSD.
- If you are approved for a computer for your exam, please make sure to check finalized work.

**In Case of a Fire Alarm**

In the event of a fire alarm during an exam, please do the following:

- Leave your exam on the desk and close the door to the exam room.
- Quickly but safely exit the Center, go downstairs and outside – the waiting area during a fire alarm is between Wilbur Cross and the Benton Museum. Remain with CSD employees while outside. **You will not be allowed to access any materials during the fire alarm, including cell phones and electronics.**
- When the fire department determines the building to be safe, re-enter the building and go to the Exam Administration Room.
- A CSD employee will help you get started again and you can then resume working on your exam. Your timer will have been stopped so you will still receive your allotted time.
- In event of a true emergency that causes a significant delay or the inability to complete your exam, the CSD will contact the professor to make the alternate arrangements for completion.
Emergency Closing

In the event UCONN is closed due to an emergency and you are scheduled to take an exam at the CSD:

- Please check www.uconn.edu for emergency closing information. Other good resources are your university e-mail and signing yourself up for--text alerts at www.alert.uconn.edu, which will notify you of closing information.
- We encourage you to talk with your professor as soon as possible about re-scheduling the exam.
- Contact the CSD via email (csdexams@uconn.edu) or phone (486-2020) with details about your new exam time.
- CSD will e-mail you and your professor a confirmation of the new exam time. You will not need to submit a new Exam Administration Form, will utilize the one already on file.

Quick Tips for Taking Exams/Quizzes at the CSD

Center for Students with Disabilities
University of Connecticut

1. Questions or comments? Let us know:
   Email: csdexams@uconn.edu  
   (860) 486-2020 (phone)  
   (860) 486-4412 (fax)  
   (860) 486-2077 (TDD)

2. Don’t forget! Exam Administration Forms must be submitted to the CSD at least 3 business days before the exam.

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3. Exam Administration Forms must be completed by you and your professor prior to turning it in (see the back of this page for details). If it is not filled out completely we will return it to you and kindly ask that you complete it.

4. Remember! Cell phones, electronics, backpacks, hats, bags, etc., cannot be brought with you into the testing room. Cell phones should be turned off or on silent mode. You can leave these items in the designated area outside the Exam Administration Room or with CSD staff when you check in for your exam. Please note that the CSD is not responsible for lost or stolen property.
5. Only liquids in clear containers are allowed. Yes, this means no coffee cups. We do have water available at the CSD – feel free to ask for a cup before your exam.
6. The CSD staff will check all of your materials before you begin the exam, including calculators, notes, books, and formula sheets (if checked off on your Exam Administration Form as acceptable).
7. Concerned about distracting sounds during exams? The CSD has noise-cancelling headphones as well as earplugs available for your use. Just ask for them before you start your exam.
8. Once you begin an exam, you are not permitted to leave the room. In the case of an emergency, the CSD staff will document why you left the room and will inform your instructor. Yes, this means we suggest you use the restroom before beginning your exam.
9. If you are approved for a reduced distraction environment during exams/quizzes, please know that reduced distraction does not mean a room by yourself.
10. If you show up at the CSD 15 minutes after the scheduled start time of the exam, you will need to obtain your professor’s permission to let you begin.
11. If you are returning your completed exam in a sealed envelope to your instructor, please do so immediately.
12. If you are approved for a computer for your exam, please make sure to check your finalized work before leaving.
13. Just a friendly reminder: The CSD may serve as a proctor to the faculty for exam administration. The CSD upholds the University’s Responsibilities of Community Life: The Student Code (http://www.community.uconn.edu/student_code.html), and academic misconduct, of any kind, will not be tolerated. In the event that a student is suspected of academic misconduct, the following steps will be taken:
   • The exam will stopped and removed from the student.
   • The CSD will contact the faculty member to apprise him/her of the situation.
   • The faculty member will determine an appropriate course of action and the CSD will follow through accordingly.

Good luck on your exams and quizzes!
Frequently Asked Questions

How do I sign up for exams?
Submit a completed exam administration form 3 business days prior to your scheduled exam or quiz. Bring it to the Exam Administration Room located at the far left side of the CSD office.

Is the exam administration form only available in the office?
No! The exam administration form can be found on our website at http://csd.uconn.edu/testing_accommodations.html

How far in advance do I have to turn in the exam form? Why?
The exam administration needs to be turned in 3 business days before the date of your exam so that the CSD can ensure adequate accommodations for you. Example: If you have an exam on Monday your form needs to be turned in on the Wednesday of the previous week. However, if you have extenuating circumstances, please speak with Jennifer Egeberg, Accommodations Coordinator.

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</tbody>
</table>
If my exam form isn’t completely filled out, will you contact my professor?
Incomplete forms will not be accepted. When getting your professor’s signature please make sure that all sections (1-5) are complete. There is a computer lab downstairs which you can use to look up any missing information.

*TIP! Use your syllabus and turn your exam forms in early!*

I might forget I have an exam, will you send me a reminder?
When you submit an exam administration form to the Center a confirmation email will be sent to you. This is your ONLY reminder that you have scheduled an exam at the Center. Put the date and time of your exam in your planner – paper or electronic.

I receive extended time; does this mean I have to take all my exams at the CSD?
No, you do not have to take all your exams at the CSD. At the beginning of semester you will deliver your accommodation letters to your professors and discuss how your accommodation needs will be met. Some professors will provide the accommodations and some will want you to take the exams here.

Will I be penalized for requesting extra time on my exams?
No, you will not be penalized for requesting extra time on your exams. If registered with our office and approved for this accommodation, it must be granted.

I have a class right after my exam, can I move my exam?
Yes, but the change must be approved by your professor. If you have back to back classes and you have an exam in the first class you may move your exam depending on the accommodations. For instance, if you receive extended time on your exams you can move your exam up (if it is not already an 8:00 a.m. exam) or take it later in the day so you do not miss any other classes.

I have reduced distraction, why don’t I have my own room?
We provide a reduced distraction environment, not a distraction free environment. We have earplugs and noise-canceling headphones available by request.

What am I allowed to bring into the exam room?
You are only allowed to bring into the exam room what your professor has marked off under “Materials Allowed” on the exam administration form. You are allowed to bring CSD provided ear plugs and noise-canceling headphones if you request to use them. No cell phones, electronics, backpacks, hats, bags or coffee cups are allowed in the exam room. Clear, see through drink containers are permitted.

Why do you have to have someone escort me to the bathroom?
We have a student employee escort you to the bathroom (when you are currently taking an exam) to ensure that academic misconduct does not take place. The CSD serves as an agent to the faculty for exam administration. Please remember that leaving the exam to use the bathroom is not allowed unless you are approved to do so or in case of an emergency. Prior to the exam you sign
off that you used the bathroom before the exam starts. In case of an emergency we will note the time you left and returned as well as notify your instructor.

Am I allowed breaks during my exam?
You are only allowed a break if approved for breaks as an accommodation. If approved, you will be allowed a supervised 5 minute break in the CSD office. No access to personal items are permitted.

My professor wants me to take my exam in class and finish the exam in his/her office but I don’t want to, do I have to take it in class or can I take it at the CSD?
It depends on what accommodations you are approved for. For example, a student only approved for extended time might be able to use this method. Talk with your professors and try to reach a consensus. As always, if you feel your accommodations are not being met, contact your DSP at the Center to discuss this.

*Note: DSP is your disability service provider that you work with in the office.

I have a timed quiz in the beginning of class, how do I get my accommodations without missing class?
With prior approval by your instructor you would take this quiz before your class or after if you have class before. If taking an exam at the CSD, you will fill out the exam administration form with your instructor indicating the time both you and your instructor agreed for you to take it.

Can I reschedule my exams so I only have one per day?
It is the CSD’s policy that you take your exam at the scheduled time of the course, unless after discussion with your instructor he/she approves you taking it on a different day.

I missed my exam; can I just take it here?
Maybe. You will need to turn in a completed exam administration form with your instructor’s signature as soon as possible even though you may have turned one in for the original date.

Can I bring food into the exam room?
Food is not permitted in the exam room, unless approved as an accommodation.

What does the CSD do with the scrap paper used for my exam?
The CSD will keep and send a copy of all scrap paper used with your completed exam to your professor. Formula sheets will be returned to the student.

What do I do if I want to change something on my exam form?
Changes to a submitted exam administration form can be done via email, phone call or in person. Please note this change will be confirmed by your instructor prior to your exam. If we do not receive confirmation of this change it will not be allowed during your exam.

My professor is only here during class time and never stays late, how do I get him/her to fill out the exam form with me? Can you set up my exams for me?
If your instructor is only available during class time it is your responsibility to complete the exam administration form during that time. Try to meet with your instructor before or immediately after class, during office hours or go to class early. If you still cannot meet with your instructor please fill
out an exam administration form with all the information you have, submit it and email your
instructor asking them to contact our office at csdexams@uconn.edu.

Who do I talk to if I want additional testing accommodations?
In order to receive additional testing accommodations you must schedule an appointment to meet
with your disability service provider and request additional accommodations.

How do I get extended testing time for timed exams on Husky CT?
In this situation you have two options that you can discuss with your instructor. Option one
involves your instructor actually extending your time on Husky CT. Most instructors who use Husky
CT for quizzes and/or exams create them and have the ability to extend your time. In this case you
do not need to fill out an exam administration form. Option two would be to take a written form of
the exam at the Center with your instructor’s approval. You will need to fill out an exam
administration form for this option.

What do I do if I have a class right after my exam but my professor wants me to return the exam?
If you are instructed to return your exam and you have a class right after please discuss with your
professor alternate methods of returning the exam since you should be delivering the exam
immediately after completing it. Exams can be emailed or faxed to the professor, or picked up by
the professor or department designee.

If my professor says I can take as long as I want to take the exam can I do that?
If your instructor indicates that they are allowing you to unlimited time to complete your exam, we
will grant that. Please remember that our office is open Monday-Friday from 8:00 a.m. to 5:00 p.m.
so your time will end at 5:00 p.m. Your instructor can provide you with this accommodation as
well.

What happens if I am late to an exam?
If you are more than 15 minutes late to your exam we cannot administer this exam until you get
your instructor’s approval.

I have the same quiz every week; do I have to fill out the form every week?
There needs to be a form for every quiz that you take. However, when submitting the first form
you can submit a form for all other quizzes which should be signed by the professor as well.

Is there a time when it is too early to turn in the exam form?
It is never too early to turn in an exam form. We encourage you to turn it in early.

I have a question on my exam, can you answer my questions?
No, we cannot answer any questions about your exam. If you have a question we can try our best
to contact your instructor to assist you. If we cannot contact your professor we will note the
question along with your completed exam.

What if my accommodations require a reader and/or scribe?
Readers are only allowed to read exactly what is printed on the exam and cannot
define or answer any questions. You may ask them to repeat material whenever
necessary. Scribes are only allowed to write down verbatim what you have told
them. You can at any time review and edit what the scribe has written.

How soon do I need to bring my completed exam in a sealed envelope to my instructor?

You are to bring your completed exam immediately or as soon as possible to your instructor after taking it at the CSD. If your professor is unavailable, please leave it with the appropriate department secretary.