

## Faculty Information Regarding Students with CSD Approved Accommodations & MyAccess Updates for Spring 2017

As the semester begins, there may be many students in your classes approved for accommodations through the Center for Students with Disabilities (CSD). You will receive an e-mail notification from students' CSD Disability Service Provider (DSP) informing you that an accommodation letter is available for you to view on MyAccess for each student with approved accommodations enrolled in your course(s). MyAccess is a secure online database accessible at [www.instructors.csd.uconn.edu](http://www.instructors.csd.uconn.edu) or the CSD website home page, <http://csd.uconn.edu/> under Exam Administration (NetID and password required for login).

The following functions are available to instructors in MyAccess:

### Regarding Accommodations

- View lists of students with approved accommodations by course.
- View and download accommodation letters, which explain approved accommodations for each student.
- If a TA is teaching a class for a faculty member, the **TA must be added to the course in PeopleSoft** in order for the TA to access accommodation letters and handle accommodation coordination, including exam administration (see below). Instructors should see the administrator within their departments that handles PeopleSoft to have a TA added.

If a student has exam related accommodations, and faculty/TA's are unable to administer exams/quizzes for that student with their approved accommodations, the CSD will assist by proctoring exams at the Center. All exams must begin and end between business hours of operation, **Monday- Friday from 8:00 a.m. to 5:00 p.m.**, except during finals when the CSD will be open during exam blocks, including weekends. Exam administration is handled through MyAccess. Students sign up for exams that will be proctored by the CSD through MyAccess and are advised to submit an online request **at least 5 business days (1 week) before** each of their exams/quizzes in order to reserve their seat.

### Regarding Exams

1. Set preferences, including contact phone number during exams, preferred method of return of completed exams, types of exams (online in HuskyCT), etc.
2. Verify the date, time, how long the class has to complete each exam, materials allowed for students to use during the exam, and any other important information the CSD should be aware of in administering and proctoring the exams.
3. Upload exams at least 24 hours before the scheduled date. Exam delivery options include:
  - a. **SECURELY** Upload via MyAccess (preferred method);
  - b. HuskyCT for online exams;
  - c. Faculty member or department designee drop off;
  - d. Student delivery in a security envelope (the CSD has security envelopes available at the Center).
4. View and download completed exams.
5. Pick up completed exams or have students deliver exams in a security envelop. Exams will not be returned via campus mail.

## UPDATES to MyAccess for Faculty

- **New Feature!** Uploading Exams: Instructors can now upload one exam for all students within the same course and section, or upload multiple exams and assign each one to specific students (e.g., if you have multiple versions of an exam for the same class and section).
- **New Feature!** Track your progress: MyAccess assists with tracking the steps to be completed by instructors in the exam administration process. Instructors will see **RED** where steps still need to be taken for the process to be completed. Instructors will see **GREEN** when the process is complete for an exam to be proctored at the CSD.
- **Bug Fixed!** Instructors can now view and download completed exams as soon as the CSD Exam Team uploads them. Faculty will receive an e-mail notification when an exam is complete.

## Exam Administration Reminders

- If a TA is teaching a course for a faculty member, the TA must be added to the course in PeopleSoft in order for them to handle exam administration. Instructors should see the administrator within their departments that handles PeopleSoft to have a TA added.
- If a student asks for an alternate exam time due to a conflict in order to receive their full accommodations, the proposed date/time will be reflected in their online request and in the confirmation e-mail instructors receive. The CSD Exam Team will review those requests will be reviewed by CSD staff, however, if the alternate date/time poses a problem please contact the CSD Exam Team at [csdexams@ucon.edu](mailto:csdexams@ucon.edu) or (860) 486-2020.
- Any request submitted after the 5-business day deadline is considered late and the student will have to contact the CSD Exam Team directly to discuss scheduling the exam. These late requests will be reviewed on an individualized, case-by-case basis. Depending on seating availability, the student may not be guaranteed a spot to take their exam at the Center.
- If a student arrives early to a scheduled exam, they may start the exam no more than 15 minutes in advance of the approved start time.
- If a student arrives more than 15 minutes after the scheduled start time of their exam, they will need faculty permission to begin. The CSD will call faculty with the student to obtain permission to begin the exam late.
- If a student does not show up to take a scheduled exam, faculty will receive an e-mail notification from the CSD.
- The CSD staff will serve as proctors for exam administration (either in-person proctor or video monitoring). The CSD upholds the 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 be stopped and removed from the student.
  - The CSD Exam Team will contact the faculty/TA.
  - Faculty will determine an appropriate course of action, and CSD will follow through accordingly.

## Contact CSD

If you have any questions regarding Accommodation Letters or a specific accommodation, please contact the CSD Disability Services Provider who drafted the letter, name and contact information provided in the letter or call the CSD at (860) 486-2020.

If you have questions regarding the exam administration process or MyAccess, please contact Jacklyn Moriarty, Accommodations Coordinator or the CSD Exam Team at (860) 486-2020 or [csdexams@uconn.edu](mailto:csdexams@uconn.edu).

Additional information regarding accommodations is available on the CSD website, <http://csd.uconn.edu/academic-accommodations/>.