

Test Accommodation Process Communication and Scheduling

Upon receiving a test accommodation request from a student, the LAL will send a form to the instructor's college e-mail informing the instructor of the student's request for a test accommodation. This form will ask for the conditions of the test.

The instructor should fill out the form and use the e-mail "REPLY" to return this form as soon as possible. It is important for instructor to return this form as soon as possible so that the conditions of the test will be according to the instructor's specifications.

When the form has been received, the student's test accommodation will be set up by the LAL staff. The student will receive an e-mail from the LAL confirming his/her scheduled test accommodation.

Instructors will be consulted if there are any questions regarding the conditions of the test. It is the policy of the Disability Service staff to schedule accommodated tests as close as possible to the time/day the other students in the class are taking the test. However, if a student has the accommodation of extended time and has a back-to-back class schedule, it may be necessary to adjust the testing time. The LAL staff will work with both the instructor and disability student if problems occur.

Delivering the Test to the LAL

It is the instructor's responsibility to get the test to the LAL at least 24 hours in advance of the scheduled test time. If the instructor is confident that the test will retain its readability, it may be faxed to a secure location in the LAL at (734) 384-4192. Be aware that faxed exams may not be suitable for a student with a visual impairment or visual processing deficit. Tests may also be e-mailed to testaccommodation@monroeccc.edu.

Test Administration

Unless the instructor has indicated that auxiliary aids may be used, no notes, books, calculators, scrap paper, rulers etc. will be allowed. All students will be monitored while taking tests. Beginning and ending times will be recorded. Any discrepancy will be reported to the instructor. Dishonesty will result in the termination of the test. The LAL will not reschedule an exam without the instructor's approval.

Return of the Test

Instructors are responsible for retrieving test from the LAL/Whitman Center/RCTC after the student has completed the test. Tests taken in the LAL are held in a locked cabinet until the instructor or someone designated by him/her picks up the test.

TEST ACCOMMODATIONS

Guidelines for Instructors
At
Monroe County
Community College

Disability Services
(located in the Learning
Assistance Lab)
Campbell Learning Resource
Center
C-218
(734) 384-4167

Test Accommodations

At Monroe County Community College Disability Services Counselors in the Learning Assistance Lab determine:

1. If a student qualifies for testing accommodations;
2. If a test accommodation will be made for a particular test;
3. The extent and nature of the test accommodation.

Disability Services Counselors determine all accommodations based upon confidential documentation from the student.

ADA/ADAA/Section 504

Under the Americans with Disabilities Act (1990), the American with Disabilities Amendments Acts (2008) and Section 504 of the Rehabilitation Act of 1973, students who are registered with a documented disability may be eligible for testing accommodations, such as additional time, alternate location, or special assistance. Students are never helped with content. In all cases, the student must request test accommodations to receive them (even if Disability Counselors or the instructor have knowledge of the student's disability.) Requests for accommodations must be made by the student for each test. The student may decide he/she does not want an accommodation for a particular test.

Types of Test Accommodations:

-Extra Time

The student's processing speed may have been slowed down due to a physical or mental disability. Some students with physical disabilities may need extra time to write, complete scantrons, or use adaptive equipment. Other students have slowed cognitive retrieval processes. Still others may have physical or mental conditions that are exacerbated under time constraints.

-Changes in Environmental Conditions/Test Sites

Some students are only able to perform optimally on tests administered under conditions of near-silence in distraction-reduced rooms. Others must use adaptive equipment or need the help of testing assistants which would disturb students in a classroom. The Disability Services Office makes Arrangements for these students to take their tests away from the classroom, most often in distraction-reduced rooms within the LAL, at the Whitman Center, or in the Regional Computer Technology Center.

-Use of Testing Assistants

Some students require a reader, scribe, or testing assistant. These special services will be carried out in the LAL or at a site away from the classroom. *Readers* are typically for students who are severely impaired in their visual processing modes or who are visually impaired. *Scribes* assist students who are impaired in the use of arms and hands. Assistants may be needed in the

administration of a lab practicum or computer exam. Test Assistants are carefully trained not to help the student understand the content or arrive at answers. The test will be read exactly as it is written, and answers will be written down exactly as replied by the student. If the student has a question on the exam, an attempt will be made to contact the instructor. If we are unable to contact the instructor, the student will be instructed to answer the question (s) to the best of his ability and a discrepancy will be noted on the test administration form.

Special Format

Many students with visual disabilities need their tests modified in some manner. Often, the print on the test must be enlarged. Many instructors are able to do this easily, on their own, by simply selecting a larger font and printing out a single copy of the test for the student. In some cases, students need tests displayed on special colored paper or Brailled. The LAL will assist in the preparation of such tests if needed. The instructor should keep in mind that extra time will usually be needed for the LAL to produce alternate-format exams.