



JEFFERSON COLLEGE of HEALTH SCIENCES

Student Affairs

Policies for Faculty Requesting Disability Services Proctoring of Students Eligible to Receive Accommodated Testing

The student is responsible for scheduling these tests either at the start of the semester , or at least two business days in advance of the test. If the test is scheduled after the specified time frame, the Disability Services Office is not liable to provide all eligible accommodations due to volume of student need.

Please be aware for the following procedure and policies for proctoring of accommodated tests:

- The student must take his or her test on the same day as the rest of the class between 8:00AM & 5:00PM, unless other arrangements have been made and approved by the instructor and Disability Services Counselor. **The Disability Services Counselor cannot proctor tests outside of these hours**, and the instructor must make other arrangements to provide testing accommodations.
- Testing accommodations will be provided for classroom and lab quizzes, but not for any practical lab tests (unless physical accommodations are needed, or different arrangements are made with the Disability Services Counselor.)
- Each student must notify his or her **instructor** if he or she plans to take tests in the Disability Center. Emailing the Disability Services Counselor at sehigginbotham@jchs.edu form is the best way to ensure the she is aware of all tests that will be proctored. If tests dates are changed after notification, the Disability Services Counselor must be informed at least 48 hours prior to the test, or the instructor may be required to make other proctoring arrangements.
- **For paper-based tests:** Tests should be emailed to the Disability Services Counselor or delivered via the drop box in CRCH 507 no later than the morning of the test day. If the student is scheduled to take the test at 8:00AM, please make sure the Disability Services Counselor has the test prior to that time.
- **For computer-based tests:** Faculty must provide a paper copy of any computer-based test for students with an accommodation requiring such a format. Disability Services will not be responsible for creating these paper copies for instructors. If Disability Services will be proctoring for your students, no additional Proctor Request form is necessary.
- Once the student has completed a test, it will be returned via envelope to the person indicated on the test or *SSD Accommodated Testing Schedule* form **at the end of day on which it is taken**. If the instructor would like the test earlier, it must be picked up from at the Disability Services Office.
- Remember that students receiving testing accommodations often have extended time and may be taking their test after the rest of the class has finished. Particularly if you or your department's secretary intends to run a batch of scantrons, you may want to wait until the student has completed his or her test.
- Faculty does not have to provide accommodations if the student has not provided the Student Accommodation Request Form for Faculty and Faculty Testing Accommodation policy
- Students who are eligible for additional time of assignments have an additional 48 hours to complete that assignment before it will be considered late and the syllabus late policy will go into effect.
- Students must provide accommodation documentation to faculty member two business days before the first test. Faculty members are not required to give accommodations for the first test if documentation is not received in this time frame. Faculty must provide documented accommodations for every quiz/test thereafter.