

Accommodations and Test Proctoring within Online (Virtual) Courses

[Please note for FULL IN-PERSON courses (exams taken on campus): Additional conversations between the instructor, student, and Disability Services may need to occur if it is determined that an accommodation is not able to be reasonably and/or appropriately provided to a student within the chosen testing method of a specific course. An equitable and accessible alternative solution must be decided upon within a reasonable timeframe.]

Testing-related Accommodations	Overview	DS, Instructor, Student, Responsible	Requires Proctor (Y, N, N/A, Possibly)	Online (Virtual) Course Clarifications/Comments
Audio for Exams/Quizzes	Approved to have their quiz/exam in a format that can be read aloud through a program called Read & Write.	Student	N	Can be accomplished using Read&Write Screenshot Reader Using Read & Write Screenshot Reader for Audio *this is true even for exams taken in Lockdown Browser as well as Respondus Monitor *Chromebooks are yet to be determined
Braille for Exams/Quizzes	Approved to have their quiz/exam in Braille format	Student	N	Student should contact DS if using a Braille device. A practice, no stakes test may need to be administered to the student to ensure that their braille device is compatible/operating properly within the testing platform.
Calculator	Approved to use a basic, 4-function calculator when no other calculator is permitted for the exam	Student	N	*if flagged in testing platform, flag must be cleared by instructor
CCTV	Approved to use equipment to magnify print materials	Student	N	*if flagged in testing platform, flag must be cleared by instructor

Testing-related Accommodations	Overview	DS, Instructor, Student, Responsible	Requires Proctor (Y, N, N/A, Possibly)	Online (Virtual) Course Clarifications/Comments
Color Overlays	approved to use transparent, colored sheets over print documents or tint computer screen if standard white paper/screen is difficult to view	Student	N	Can be accomplished using Read&Write Screen Masking Using Read & Write Screen Masking as Color Overlay
Distraction-Reduced Testing Space	Approved to take exams in a distraction-reduced space due to a disability that may affect attention, focus, and concentration	Student	N	Student is responsible for finding an appropriate, distraction-reduced location to test
Double Time on Exams/Quizzes	Approved to have double time to complete quizzes and exams for a variety of access needs.	Instructor, DS	Possibly	When testing via BB, Lockdown Browser, Respondus Monitor, or other online platforms, instructor must ensure double time is activated in settings prior to making the test available to the class. How to Provide 2x time for BB tests and quizzes DS may be available for live proctoring assistance. For further discussion please fill out the following Disability Services Accommodated Testing Support Request form.
Dragon Naturally Speaking for Exams/Quizzes	approved to use DNS speech-to-	Student, DS	Possibly	Student must own a dictation program for this accommodation to be used. If they do not, scribing (which can occur virtually) by DS; staff may be necessary.

Testing-related Accommodations	Overview	DS, Instructor, Student, Responsible	Requires Proctor (Y, N, N/A, Possibly)	Online (Virtual) Course Clarifications/Comments
	text program for their exam			
Food/Drink in Private Room During Exams/Quizzes	Approved to have access to food/drink in a private testing room during exams/quizzes	Student	N	*if flagged in testing platform, flag must be cleared by instructor
Frequent Breaks During Exams/Quizzes	Approved to take more than two (2) breaks during exams/quizzes	Student	N	<p>*if flagged in testing platform, flag must be cleared by instructor</p> <p>While this accommodation allows a student to temporarily step out of view during a test, the parameters outlined below must be followed:</p> <ul style="list-style-type: none"> • Students are NOT allowed to access their bookbag, phone, and/or other testing/classroom related materials during a break. • Each break may not exceed 10 minutes in length. <p>Students found in violation of this policy will be reported to Student Conduct.</p>
Height-Adjustable Testing Desk	Approved to use a desk that can be raised or lowered to an optimal height	Student	N	Student responsible for finding an appropriate location to test
Keyboard to Type Exams/Quizzes	Approved to use a computer to type their answers for exams/quizzes	Student	N	N/A - All online tests allow for keyboard use
Large Print for Exams/Quizzes	Approved to have their	Student	N	N/A - No paper tests are occurring in online courses. Student could use magnification on digital exams to accomplish the same effect (see below).

Testing-related Accommodations	Overview	DS, Instructor, Student, Responsible	Requires Proctor (Y, N, N/A, Possibly)	Online (Virtual) Course Clarifications/Comments
	quiz/exam enlarged			
Medical Device/Item in Testing Space	Approved to bring a medical device/item into the testing space while testing	Student	N	*if flagged in testing platform, flag must be cleared by instructor
Permission to use Personal Care Attendant in Testing Room	Approved to have a personal care attendant available to assist with personal needs in the testing environment	Student	N	PCA must adhere to stated guidelines agreed to upon signing the agreement *if flagged in testing platform, flag must be cleared by instructor
Private Room	Approved to take quiz/exams in a distraction-free space	Student	N	Student is responsible for finding an appropriate, private location to test
Screen Magnification Software for Exams/Quizzes	Approved to have their quiz/exam in a format that can be magnified onscreen	Student, DS	Possibly	Some students may be able to test independently while others may not, depending on test method/platform. A practice, no stakes test may need to be administered to the student to ensure that their screen magnification software is compatible/operating properly within the testing platform.
Screen Reading Software for Exams/Quizzes	Approved to have their quiz/exam in a format that can be read aloud	Student, DS	Possibly	Some students may be able to test independently while others may not, depending on test method/platform. A practice, no stakes test may need to be administered to the student to ensure that their screen reading software is compatible/operating properly within the testing platform.

Testing-related Accommodations	Overview	DS, Instructor, Student, Responsible	Requires Proctor (Y, N, N/A, Possibly)	Online (Virtual) Course Clarifications/Comments
	through screen reading software			
Scribe for Exams/Quizzes	Approved to be assisted by a DS scribe for exams/quizzes who will write/type for them	Student, DS	Possibly	Student must contact DS to discuss an alternate method or one-on-one proctoring session
Scribe for Scantron Sheets	Approved to be assisted by a DS staff member who will transfer exam/quiz answers to a Scantron sheet	N/A	N/A	Not applicable for online courses
Spell Check Access	Approved to use Microsoft Word Spell Check when necessary.	Student, DS	Possibly	May require additional conversation between student/instructor/DS depending on test method/platform