Alternative Testing Accommodations

Students may request alternative testing accommodations any time before or after registering for classes. Requests for alternative testing services made too close to the exam time may impose undue administrative burden. SSD generally requires 3-5 days' notice to arrange alternative testing unless there are exceptional circumstances beyond the control of the student. If a student approaches you for accommodations without a letter of accommodation, please inquire if they have registered with SSD and refer them if they have not. You may wish to indicate that you need to receive a letter for alternative testing from SSD to assist in determining appropriate accommodations.

Students are not required to use eligible accommodations. It is their choice whether or not to use approved accommodations in a course. Therefore, students are responsible for requesting alternative testing accommodations in a timely manner to allow for accommodations to be prepared. Accommodation requests can be made any time after registering for a class and are not retroactive.

Accommodation Descriptions

Reasonable Accommodations for Spelling

Correct spelling at the university level is expected of all students. However, students with a specific learning disability, which impacts spelling, may be eligible to receive a reasonable accommodation for in-class assignments and in-class exams. Typical accommodations have included spell-check devices or not penalizing a student for spelling errors. The academic decision of whether or not spelling is essential to the course is typically the prerogative of the instructor and/or academic unit involved. However, this decision must be made within legal parameters.

Reasonable Accommodations for Arithmetic Computation

For students who have a learning disability that impacts arithmetic computation, using a simple calculator could be a reasonable accommodation. The academic decision of whether or not arithmetic computation is essential to the course is typically the prerogative of the instructor. However, this decision must be made within legal parameters.

Auditory Testing

Exams must be provided electronically to the SSD office 3-5 days in advance of the day of exam. SSD will record the exam and deliver the recorded product to the Testing Center. Paper copy and any instructions regarding the exam are to be submitted by the instructor to the Testing Center.

Computer Speech to Text

Computer Speech to Text is software to transcribe a student's speech into a text document. Students speak directly into a microphone to create a text document. The software does not provide any assistance with grammar, spelling, or punctuation, the student is responsible for editing the document as needed via speech or keyboard controls.

Readers

Readers will only read what is on the printed page and cannot be asked to interpret, define, explain or reword questions. They may, however, repeat information when asked. Students are responsible for communicating with the reader about their needs for tone, rate, etc.

Scribes

Scribes will write down verbatim what students have dictated. The scribe is not responsible for organizing or paraphrasing students' words, or for correcting grammar and punctuation. Students may request at any time to review what the scribe has written, either by reading it or asking the scribe to read it aloud.

Music

Students eligible for the accommodation of music during exams are allowed to use a hand-held music device with headphones. If exams are proctored by faculty, music devices should be discussed between the student and the faculty member at the start of the term.

Memory Aid

- When students are approved to utilize a memory aid, it is the student's responsibility to build the memory aid.
- The memory aid is then turned into the professor or faculty member for approval before the exam.
- Once the memory aid has been approved by the faculty member/professor, the faculty member/professor will then distribute that to the to be administered with the exam.
- The length of the memory aid (a full sheet of paper, note card size, etc.) is to be determined mutually between the faculty member and the student, as this may change depending upon the amount of information per exam.

Memory aids are words only, or in some cases formulas, without definitions or step by step directions.