

Aquinas Accessibility Services Spring 2021 Testing Accommodations and Testing Center Updates

Last Updated : 1/19/21

Below are some important updates regarding the status of the **Testing Center** for the Spring 2021 semester and the plan for assisting Faculty in the provision of accommodated testing services for students with the following accommodations listed on their Letters from the Accessibility Services office:

- **Extended test time (over 50%)**
- **Exam Reader**
- **Alternate Test Location**

Extended Test Time Accommodations

The preferred method for students to receive extended time (up to 50%) for their exams is to be in or near their regular classroom, with their Instructor, in case there are any important updates or questions that arise during the exam.

Students should work out the details of how this accommodation will be provided to them with their Instructor at the beginning of the semester when they share their Letter of Accommodations in order to ensure that they receive their extra time come exam day.

NOTE: Instructors can add any extra time for individual students taking online exams directly through CourseConnect. Accessibility Services does not have the access to nor the authority to change an Instructor's course connect settings.

Testing Center Accommodation Requests

If Instructors cannot provide a student with an exam reader, extended time (over 50%) or an alternate testing location near their classroom for a student, the student may request to take their test at the Testing Center in 103 Lower Wege (as long as they have been cleared to come to campus) or request a virtual exam reader via Zoom.

There is limited space at the Testing Center center and due to COVID-19 safety precautions **cannot host more than one student at a time**, so it is important that students follow the steps below (that are also posted [on our website](#)) to plan ahead. *I ask for your patience and flexibility during the scheduling process and to please keep this limited capacity for appointments in mind should there be a need for an alternate exam time as a result.*

Campus Clearance Protocols

As previously communicated, for the spring semester, students are required to complete one of two [arrival testing options](#) in order to be cleared to receive swipe-card access, attend in-person classes and participate in other on-campus activities. **This includes using the testing center. Students will not be permitted into the testing center if they cannot show that they have been cleared to be on campus.**

Requesting an Accommodated Testing Appointment

Requests for in-person exam appointments will be assessed on a case by case basis, and priority will be given to students with exam reader accommodations and students who receive over 50% extended test time.

- **Step 1:** Student fills out an [Accommodated Test Request Form](#) for each exam they'd like to take at the testing center. All requests for Testing Center appointments must be submitted at least 7 days in advance for regular exams during the semester, and 14 days for final exams
- **Step 2:** Students (and Instructors) will receive a follow up email regarding the status of their request within 1-2 business days. Students will also receive a Google Calendar invitation if it has been confirmed
- **Step 3:** Students should remind their Professors to fill out the [Faculty Accommodated Test form](#) at least 2 days prior to their scheduled test day

Please send any questions or concerns regarding testing accommodations to Allie McCahill, Interim Director of Accessibility Services. Contact information listed below.

Thank you for your partnership!

Warmest regards,

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