

Exam Accommodations

Procedures and Guidelines

PROCEDURES:

1. Students must request exam accommodations through [AIM](#) at the beginning of the term, which triggers the Online Instructor Testing Agreement to be sent to their instructor for approval. This form needs to be completed in order for SSD to proctor exams in the office. If instructors choose to proctor their own exams or there are no exams, they will need to indicate it on the agreement.
2. Students will need to submit their individual exam dates by access the Alternative Testing portal on their AIM account and are subject to instructor approval. Requests must be submitted at least five (5) working days prior to the requested exam date for regular exams (i.e., midterms and quizzes).
3. Students will take regularly scheduled exams on the same schedule as their non-disabled classmates. When scheduling conflicts occur, exams may be scheduled at an alternate time the same day of the following business day. Such conflicts will be handled on a case-by-case basis.
4. Students will take final exams on the schedule established by SSD which differs from the schedule published in the Class Schedule. Request dated for final exams must be submitted at least three (3) weeks prior to their scheduled final.
5. Establish and maintain communication with SSD and instructor regarding exam arrangements, including informing the office of “pop” (unscheduled) quizzes/exams or timed in-class assignments. Students must submit their syllabus to ssdproctoring@csusb.edu if “pop” quizzes/exams or timed in-class assignments are listed as soon as it is available after the first class meeting. SSD will make every effort to accommodate according to the student’s class schedule. Take-home exams will be handled on a case-by-case basis.
6. For exams that are rescheduled by the instructor, students must inform SSD as soon as they know so that re-scheduled exams can be administered on the same schedule as other students or as soon as possible. Rescheduled exams require instructor permission or verification and can be sent via email to ssdproctoring@csusb.edu.
7. Complete an optional Exam Accommodation Feedback Form at the end of each session to rate the effectiveness of the proctor, reader, or scribe.
8. Report any problem with exam administration to the Accommodation Services Coordinator or proctor immediately. Time to investigate and correct a problem is not taken out of the student’s exam time.
9. Any questions or concerns regarding exam accommodations should be immediately directed to the SSD office in person or at ssdproctoring@csusb.edu.

GUIDELINES:

1. Students taking exams are expected to follow any special instructions provided by the instructor (e.g., open books, closed notes, etc.).
2. SSD will review the student’s request in AIM for completeness and scheduling arrangements. Submission or a requested date through AIM indicates that the student has read and agrees to student responsibilities, including academic integrity.
3. SSD will contact the student’s instructors to obtain the necessary exam information prior to the provision of accommodations.

4. Only approved items are allowed in testing rooms. No backpacks, purses, electronic devices, food, or drinks are allowed in the testing room unless they are approved by SSD. SSD has a secure place to store these items. Student's personal laptops are not allowed in the testing rooms unless approved by the instructor.
5. Once exams begin, students may not leave the testing room unless permission is given by the proctor. Time allotted for an exam begins at the scheduled start time determined by the instructor and SSD. If a student arrives late for an exam, the scheduled ending time remains the same. Late arrivals may require that an exam be re-scheduled and approved by the instructor. Makeup of missed final exams is at the instructor's discretion.
6. Exam activity will be monitored via video camera and proctors. All exam activity will be documented on the Exam Cover Sheet/Receipt and a copy provided to the instructor.
7. Any conflicts, discrepancies, or other irregularities related to the exam will be documented on the Exam Cover Sheet/Receipt and a copy will be provided to the instructor.

I have read and understand, and agree to follow the Exam Accommodations Procedures and Guidelines.

Name (Printed): _____

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____