

Instructor Exam Procedures for Students with Disabilities in courses with at least one common exam

This document addresses all courses that have any common exams during the Fall or Spring sessions. These include MA 13700, MA 13800, MA 13900, MA 15300, MA 15400, MA 15800, MA 15910, MA 16010, MA 16020, MA 16021, MA 16100, MA 16200, MA 16500, MA 16600, MA 26100, MA 26200, MA 26500 and MA 26600

Addressing exam accommodation requests

We receive the data from letters that have been picked up from the Disability Resource Center electronically on a schedule. Until students pick up their letters for this semester we cannot give them their exam accommodations.

On the rare occasions that students must arrange for testing or grading conditions for which the Department is not prepared, they need to be directed to Course Coordinator who will work with the student and the DRC to determine what is appropriate.

Procedures for Providing Academic Adjustments on Exams

To receive any exam accommodations **students** must have picked up this semester's accommodation letter at the DRC. We will not get accommodation data from the DRC without the student completing this step first.

Common Exam Procedures

The **Department of Mathematics** provides special proctored rooms for students needing academic accommodations.

1. For students taking a common evening exam with accommodations, the department sets up special (proctored) rooms. There is no paperwork needed for this exam session after the student signs up online.
2. Students sign up online for common exams **between 20 and seven (7) days** before the exam through the [Mathematics Exam Registration website](#). If this is not done there will be no exam set aside for them.

Alternate/Daytime/Non-Common Exam Procedures

The **DRC Testing Center in YOUNG** provides the testing location for students taking an alternate exam and daytime midterms in 26200, 26500 or 26600.

1. Students go to the DRC Testing Center website (<http://www.purdue.edu/ssta/acctest>) to start the appointment scheduling process.
2. The Undergraduate Services Office acts as proxy for all of these exams and will receive the same e-mails that the instructor of record/coordinator receives. Let them know of any deadlines that apply to your course makeup exams.
3. The Undergraduate Services Office may ask for instructors for copies of midterm exam in MA 26200, MA 26500 and MA 26600 and course coordinators for common exams if they don't have one on file for your course.
4. The Undergraduate Services Office personnel will notify instructors via e-mail to pick up exams.

Special Note for Instructors in MA 26200, MA 26500 and MA 26600 Regarding Evening Midterms

If you hold a non-common **evening midterm exam** for your course you are responsible for acquiring separate room(s) and staffing them to accommodate students who want to take the same exam at the same time as the rest of your class. This is because the DRC Testing Center is not open in the evenings.

Do not allow students to begin taking the exam with the rest of the class then stay in the room or move to your office. It is strictly forbidden as it creates privacy concerns and makes an unnecessarily stressful testing environment for the student. Doing this has provided grounds for grade disputes in the past.

Arranging for some accommodations takes forethought. Use the instructor instructions listed on the student's letter to guide your preparations, but keep the following in mind.

- Students who are bringing a reader or a scribe to the exam will need a room by themselves. Except for a proctor, there should be no one but the scribe and the student in this room.
- Students who have room alone accommodations will need a room by themselves. Except for a proctor, there should be no one but the student in this room.
- If their letter specifies that you must provide enlarged copies of materials, you must have a copy made of your exam enlarged to the size specified in the letter. Remember that the main office has a 1 business day turn around time for copies.
- The student may need a special desk in this room. The instructor instructions on the letter will give you the resources to help you make sure the room you provide is adequate.
- In distraction reduced environments proctors cannot move around the room or perform tasks that make noise, like typing or eating crunchy foods and must space students out.
- Remember to schedule the room for enough time so that students are allowed all the time they are entitled to according to their accommodations

Departmental policies for some accommodations requesting instructor action

- Allow the student to use a calculator approved by the instructor, unless the intent of the exam is to test calculation skills.
 - When calculators are not normally approved for exams, students entitled to this alternate method of testing will be allowed a non-programmable, non-graphing calculator only.
 - Do not approve any other calculator.
- Allow the student to use a list of instructor-approved formulas as a memory tool, unless the intent of the exam is to test recall and/or knowledge of such formulas.
 - Course coordinators or instructors **must** initial crib sheets to approve them for use during an exam. The proctor is instructed to collect and return these to the Undergraduate Services Office with the exams.