

# STUDENT ACCESSIBILITY CENTER

## TESTING POLICIES & PROCEDURES (FACULTY)

### POLICIES

Testing accommodations are any modifications made to tests or testing conditions that allow students with disabilities to demonstrate their knowledge, skills and comprehension. Students and Faculty can elect to use the SAC Testing Offices for the implementation of any testing accommodations. They can also elect to implement testing accommodations in the classroom, without directly using the SAC Testing Office.

In order to use these accommodations, students must send their accommodation letters each term. Once the letters have been sent, and processed by the SAC, students will be able to schedule their exams in Accommodate. **All students are encouraged to check their syllabi for each courses, and to schedule all quizzes/exams/finals as early in the term as possible.**

- Once students send their accommodation letters, and the letters are processed by SAC, faculty will receive an electronic copy via Accommodate.
- It is the student's responsibility to schedule any quizzes/exams/finals with the testing center, through Accommodate. **Students must submit exam requests via Accommodate at least seven (7) days in advance.**
- **Students with evening classes (after 5pm), or exams with an end time after 5pm, must email [SACTesting@luc.edu](mailto:SACTesting@luc.edu) for assistance with scheduling.**
- When students have scheduled their exams by the seven (7) day deadline, faculty will receive an automated email from Accommodate four (4) days in advance, listing the students taking their exam. Another email will be sent the day before the exam if the exam materials have not yet been received.
- Students may have conflicts with extended time exams and other courses. **Students are encouraged to email their faculty and [SACTesting@luc.edu](mailto:SACTesting@luc.edu) directly regarding scheduling conflicts.** SAC will approve exam times as discussed by student and faculty.
- **Academic Integrity: The Student Accessibility Center follows the University's [Academic Integrity Guidelines](#).** Students that violate academic integrity will have the exam stopped and collected. SAC will immediately notify faculty members and Deans regarding any academic integrity violations. Possible sanctions may include receiving an F or O on the exam, the course, or more, as determined by the faculty member, Dean, and/or Provost.
- **Early Policy:** Students will not be able to begin an exam more than 15 minutes before the scheduled start time without faculty permission.

- **Late Policy:** Students that arrive late for exams will not have their time adjusted. Students that arrive more than 15 minutes after the scheduled start time will not be able to begin the exam, and will be following up with their faculty.
- **Sick/Illness Policy:** Students that are currently dealing with illness (i.e. COVID-19, Flu, Norovirus, etc.) will not be able to test in the SAC office, as it places the SAC staff and other students at risk. They will reach out to faculty regarding rescheduling the exam.
- Faculty are asked to submit the exam (via drop off or uploaded into Accommodate) at least 48 hours in advance for SAC to proctor.
- **Students that identify that they are not receiving their approved appropriate accommodations are informed not to begin their exam, and to contact SAC for assistance.**
- **SAC proctors in-person exams, either on paper or online. SAC does not currently proctor online-remote exams.**
- **Completed exams are scanned and uploaded into Accommodate for faculty to securely access, or made available for pick-up within 2 business days.**
- [Completed Exam Instructions for Faculty in Accommodate](#)
- Completed exams can also be picked up from our offices, M-F 8:30am-5pm.
- **For questions, please contact SAC at [SACTesting@luc.edu](mailto:SACTesting@luc.edu).**

\*School of Law students should continue to coordinate exams directly with the Deans

## PROCEDURES

### SUBMITTING EXAMS

#### 1. Submit exams via Accommodate

- Log into Accommodate
- Select Courses
- Select Course Catalog
- Select Specific Course
- Select Exam tab
- Select Add New Exam
- Complete the required fields and upload the exam as an attachment. Please note only one file can be uploaded at a time
- Select Submit

## 2. Submit in person to SAC

- LSC - Sullivan Center Suite 117, Hours M-F 8:30am-5pm
- WTC - Lewis Towers 414C, Hours M-F 8:30am-5pm
- Note: if you submit an exam in person, **please submit a proctor form:** [Fillable Proctor Form](#)
- **If the exam requires the use of a blue book or scantron, please also provide those materials.**

## 3. Proctoring Online Exams

- **Faculty with online exams are only asked to provide a Fillable Proctor Form.** A paper copy of the exam is not required, unless a student has a paper copy accommodation.
- Students are asked to bring personal laptops for online exams.
- Faculty are asked to ensure that exam settings (correct start time, extended exam length) are updated before the exam start time.
- **SAC does not currently proctor online-remote exams.**

## RETURNING EXAMS

- Completed exams will be **scanned and uploaded into Accommodate** for faculty to securely access. Please allow up to two (2) business days.
- Please follow the link for instructions on how to access completed exams in Accommodate: [Accommodate Instructions for Completed Exams](#)
- If faculty would prefer to pick up completed exams, they will be available at the LSC and WTC offices during regular office hours, M-F 8:30am-5pm.

## FINAL EXAMS

- **The deadline for students to submit Final Exam requests is two (2) weeks before the first day of Finals Week.**
- Students are required to schedule Final Exams according to the [University's Final Exam schedule](#): 9am, 1pm, 4:15pm, or 7pm.
- **Students with evening exams and extended will need to schedule their finals earlier: 1.5x - 6pm, 2.0x - 5pm.**

- The SAC Offices will be open from 8:30am-9pm during Finals Week to accommodate evening exams.
- Students needing to retake finals outside of Finals Week will need to schedule them during our regular office hours M-F 8:30am-5pm.

### Important Dates

- Exams should be uploaded to [Accommodate](#) by the Wednesday before the first day of Finals Week. Exams can also be dropped off at the SAC Office in Sullivan 117 (LSC) or Lewis Towers 414C (WTC). Dropped off exams must have the proctor form attached.
- Please **do not** use inter-campus mail to submit exams.
- **If the final exam requires the use of a blue book or scantron, please submit those materials with the exam and proctor form.**

### Returning Completed Exams:

- Please note that exams may not be readily available for pick up immediately after regular exam completion due to the extended time accommodations. Patience is much appreciated.
- Saturday exams can be picked up following the final.
- **Completed final exams will be scanned and uploaded into Accommodate for professors to securely access.**
- If you have a TA or another person that can pick up your exams, please indicate that in Accommodate or the proctor form with the first and last name.