COVID-19 Faculty Testing Accommodations FAQ

1. How is testing going to be administered for Fall 2020?

Testing will be dependent upon how faculty choose to format and administer their exams. For every exam/quiz, students will submit a Testing Request in Accommodate. From there, faculty members will need to login to review the details of the submitted Testing Request. DSS will determine if proctoring will be necessary for the student’s DSS accommodations to be met. If DSS does not need to proctor the exam, testing responsibility and providing of approved testing accommodations will be the responsibility of the faculty. If your exam is a take-home exam then students do not need to submit a Testing Request.

2. Will DSS be assisting with proctoring exams at all or will I, as the faculty, have to handle all testing accommodations?

In general, our office will be available to provide limited remote proctor services via Zoom.

   a. If the instructor is doing a live virtual exam for the rest of the class and they are unable to proctor the DSS student extended time accommodation requirements, DSS can provide virtual proctoring services.

   b. If an exam will be administered via Blackboard/other testing platform, the faculty will be required to set up the extended test time accommodation parameters in the testing platform as DSS does not have access to set those parameters.

   c. If the instructor requires the class to complete the exam during the usual meeting time, but they are not virtually proctoring the students, it is possible the DSS student may need to work with the professor to schedule a different date/time to take the exam in order to not miss another class while still receiving their approved extended test time accommodation.
3. What information does DSS need to know about my exams in order to determine the need for proctoring?

New information that has been added to the Testing Request include:
   a. The format of the exam (Blackboard, Zoom, etc)
   b. If the exam is synchronous or asynchronous
   c. If you will be proctoring the exam yourself (through Zoom or some other form of live video session)
   d. If you are able to proctor the DSS student through the duration of their exam including their extended time accommodation
   e. If the class will resume immediately after the exam is finished
   f. If DSS is needed for proctoring, the exact details of how the exam is to be administered i.e. Will you have students share their screens? Will they need to show you their testing space? Will they need to show you their phone is off? etc.

4. When will I be notified if a student has submitted a Testing Request in Accommodate?

Testing Requests must be submitted by students in Accommodate at least one week before the in-class exam date. As soon as a student submits a Testing Request, Accommodate will notify you and our office of the request via email. This will ensure you are informed of any accommodations you may need to set up for the student as well as give our office enough time to schedule proctors if need be.

5. What situations prompt DSS to proctor?

Exams will be handled on a case by case basis. Our office will determine which unique scenarios will require DSS to schedule a proctor.

6. What will happen if DSS will need to proctor?

Faculty will receive a follow-up email if DSS needs to take over proctoring in order for the student’s testing accommodations to be met. The email will contain proctor confirmation as well as exam details. Any further questions or concerns can be sent to DSStesting@callutheran.edu.
7. **Will DSS be proctoring any exams on campus?**

Due to state, federal and local requirements, DSS will not be providing face-to-face proctoring services except for extremely rare situations when a student might need adaptive technology etc. that is only offered through our testing rooms. Students cannot request on campus proctoring due to preference.

8. **How are extended test time accommodations set up in Blackboard?**

Disability Support Services does not have access to Blackboard exams; therefore, faculty need to adjust DSS students’ test time in Blackboard to reflect their extended time accommodation. Instructions for how to do this can be found here: [https://www.callutheran.edu/students/disability-services/blackboard_extended_testtime_accommodation_instructions.pdf](https://www.callutheran.edu/students/disability-services/blackboard_extended_testtime_accommodation_instructions.pdf)

9. **Can I make a student requesting testing accommodations take the exam at the same time as the rest of the class?**

No, students requiring testing accommodations are not required to take the exam at the same time as the rest of the class. While DSS encourages students to take their exam as close to the same time/day of the in-class exam, that is not always possible. For example, if a student’s extended time accommodation overlaps with the start time of another class or if DSS needs to proctor, the schedule of the student and our office determines the exam time. The student does, however, need to take the exam within one week of the in-class exam. You may need to talk to the DSS student to schedule a different time/day for the student to take the exam so their testing accommodations can be met. If the exam is through Blackboard, make sure to adjust the exam parameters to meet this updated time/day for the DSS student.

10. **Do students have to submit a Testing Request even if I am providing testing accommodations?**

Yes, if a student is requesting testing accommodations, we need students to submit Testing Requests through Accommodate for every exam/quiz they may have, regardless if they do not need DSS to proctor. This is so our office has record of our students’ testing needs as well as encourage students to continue the habit of submitting Testing Requests. The submission of Testing Requests will also be a reminder to the professor that a student in their class will need certain adjustments for an upcoming exam/quiz.
11. What are some tips I can do to create more accessible exams?

Here are a few suggestions to make your exams more accessible for DSS students:

a. Do not make exams synchronous
b. Consider the spacing of questions and answers on the screen
c. If an exam is multiple pages and the student needs to click "next" in order to move forward in the exam, make sure students are able to go back to a previous page in case they want to change their answer or skip a question to come back to later
d. Consider different options to standard exams such as a paper, project or presentation, etc.
e. Tips for creating inclusive online classes can be found with the following link: https://www.callutheran.edu/students/disability-services/Creating_Inclusive_Online_Classes_Best_Practices.docx.pdf