NIPISSING
U N I V E R S I T Y
STUDENT DEVELOPMENT AND SERVICES

Student Accessibility Services
TESTING ACCOMMODATIONS POLICY

This policy outlines the responsibilities of students registered with Student Accessibility Services (SAS) when receiving testing accommodations. **Students are encouraged to review it often.** If you have any questions regarding the information provided below, please contact sastesting@nipissing.ca.

As part of your Individualized Accommodation Plan (IAP), these testing accommodations are supported by your documentation. **Should you want to discuss changes or concerns, please contact your Accessibility Consultant (AC).**

It is the student's responsibility to make themselves familiar with the following and update the Student Accessibility Officers (SAOs) of any changes to testing information **ASAP.**

ACCOMMODATED TESTING INFORMATION

SCHEDULING TESTING

On Campus: Via the SAS Clockwork Portal by the posted deadlines (click here for how-to instructions).

Online: N/A unless approved.

- **Exception: online testing delivered in class. PLEASE BOOK as above.**
- If in-person/paper copy is required contact Student Accessibility Services as soon as possible.

Remotely, in person:

- Tests/Midterms: Contact SAS by the posted deadlines
- Official Final Exams: Please monitor your email and Nipissing website for updates. Contact SAS if you have any questions.

ACCOMMODATIONS

- **Provided by SAS** for all **in-person testing and online final exams** scheduled by the Registrar's Office.
- **Online midterm and test** accommodations are provided **by the faculty.**

DEFERRAL REQUESTS

Policy on Deferral of SAS Tests and Exams

Tests/Midterms:

Email your professor to let them know and COPY sastesting@nipissingu.ca.

Disability-related: SAS can advocate for you with the professor. Be prepared to provide SAS with supporting documentation.

Other reasons: you will need to discuss options with your professor.

Official Final Exams:

Submit a Deferral Request via WebAdvisor.

- Disability-related: SAS can advocate for you with the Registrar's Office. Be prepared to provide SAS with supporting documentation.

- Other reasons: as per the Registrar's Office

DISABILITY-RELATED CONFLICTS

BY THE APPLICABLE DEADLINES, you must **(1) STILL BOOK your testing as scheduled**, and **(2)** contact sastesting@nipissingu.ca to request alternate arrangements**.** Once the request is received, we will follow up. Examples include:

- Additional time overlapping with classes or other testing

- 1 Midterm or exam/24 hours

- Appointments or other reasons related to disability

LATE BOOKING PROCEDURE

SAS will make every effort to accommodate late booking requests to write with accommodations and do so on a **case-by-case basis**, depending on:

- space availability

- proctor availability

- ability for SAS to receive and prepare the testing materials

During very busy testing periods, late requests will be added to the waiting list. Should a student's accommodation need match testing availability, they will be contacted.

Please note students may be offered an opportunity to write with partial accommodation if there is limited availability.

You also always have the option of writing with the rest of the class.

ISSUES OR CONCERNS DURING TESTING

DO NOT START the assessment or STOP if started and take the following steps:

In-person testing: Let your proctor know.

Online tests, midterms and take-home exams: Let your faculty know and copy sastesting@nipissingu.ca. SAS will follow up as appropriate.

Official Final Exams: Follow the process set by the Registrar's Office.

YOU ARE NOT OBLIGATED to write your assessments without your accommodations. If you identify an issue or concern with your accommodations, we are here to help. **If you choose to continue, SAS may not be able to advocate for you after.**

WRITING ON CAMPUS

- Unless otherwise arranged, you will be writing at the same time as your class.

- During busier times (midterms & final exams), <u>you may be assigned to an external room.</u> You should still report to B210 reception first. Your student number will be listed on a posted sign, with your assigned room.

During testing:

- Should you have a question for your professor during the test, please let the proctor or SAO know.

- Be mindful of any additional time as the professor may not be available for past the class duration.

- If you become unwell during a test/exam or have any concerns about your accommodations, please inform a proctor/SAO.

Lockers

Lockers are available in the waiting room of Student Development and Services for the exclusive use of students registered with Student Accessibility Services that are writing tests or exams. Only locks provided by the SDS reception desk are allowed.

By signing out a lock with reception you are agreeing to the following terms:

- Locker contents remain the sole responsibility of the student.

- Remove all contents after your test or exam. No overnight storage of items is permitted.

- Ensure sealed containment if placing foods, liquids, or other substances that could leak in the lockers.

- Do not place any firearms or illegal items in the lockers.

- Return the key to reception after your test/exam.

- Articles not cleared by end of day shall be considered abandoned and subject to removal. SAS will bring left items to the lost and found located at Campus Security.

TESTING ROOM RULES

1. Space is limited, only bring what you need. Everything else can be left in the waiting room lockers.

2. Electronic devices are not permitted (unless approved) and can be left with the proctor.

3. Any testing aids (ex. information sheets, textbooks, etc.) must be pre-approved by the professor and returned to the proctor.
    - ❖ The only beverage allowed is water, in a clear container with NO label.

4. Medication or food must be kept in the SAO office or with the proctor in external rooms, unless

otherwise approved.

5. All testing areas/computers are **actively monitored.** This includes the use of video surveillance.

6. Wired, personal headphones are permitted (not Bluetooth). If needed, we can provide headphones.

7. Students are strongly encouraged to avoid the use of fragranced products, due to sensitivity issues that occur with other people in the testing space.

8. Foods with nuts/peanuts will not be permitted due to allergy risks for some students.

By ignoring these rules, students' risk not being permitted to write as scheduled.

WRITING ONLINE

Distraction-Reduced Environment

It is your responsibility to find an appropriate space to write. Contact your Accessibility Consultant with any concerns.

Scribe/Reader/Interpreter

Contact the SAO by e-mailing sastesting@nipissingu.ca within 10 days of your assessment.

Additional Time

The faculty is responsible for providing additional time **except for Final Exams using LockDown Browser**, which is coordinated by Student Accessibility Services.

**If extra time has not been added, do not to start the exam, contact faculty by email, and inform sastesting@nipissingu.ca ASAP.

External Resources

Pre-test scan

LockDown Browser (LDB) **with Monitor** requires a pre-test scan.

If your accommodations require the use of any external resources, you must **show the items** to the camera and **state out loud** that it is being used as an accommodation. These include but are not limited to:

- Memory Aids/Cue Sheets (MUST be pre-approved as per SAS Policy)
- Any device including fidgets, calculators, medical monitors, food/drinks if required…
- Headphones
- Scrap Paper (show both sides)

Background Noise/Music

(Headphones are NOT required)

- Place an external device away from testing space, in view of the camera.
- Ensure you have no reason to go to the device.
- Turn off all notifications and sounds.

Medical Accommodations and Emergencies

For a medical condition that requires you to access food, medicine, or a device:

- make it known in pre-test scan.
- when possible, stay in the camera's view.

Text-to-Speech

    <u>**You must open Read & Write before going into Locked Down Browser to write your test.**</u>
Read&Write has a **Locked Browser Mode** that will allow you to use the Screenshot Reader in Locked mode. If using headphones, you must include it in your pre-test scan.

Voice-to-Text

    Windows users: You need Dragon Nuance

    Mac users: Use the built-in voice-to-text called Dictate. Check your Mac settings to see what buttons turn on Dictate.

Spell and Grammar Check

    BlackBoard has a built-in spell check but **NO built-in grammar check.** If you have any concerns, please contact your Accessibility Consultant.

Breaks and Washroom

- When using a break, state **out loud** that you will be doing so as per your accommodations.
- When possible, stay in camera's view.

    If you are too unwell DO NOT start or continue. Never hesitate to seek medical help.

    All other online assessments should allow you to access our accommodation(s) as usual.