

DISABILITY SERVICES OFFICE; BERKS HALL, ROOM 216

Faculty Procedures for Alternative Testing for Students with Disabilities

Listed below is information about how to manage **paper tests** for students who take tests with Disability Services

1. During the first week of class (and occasionally at other times), you will receive an Accommodation Memo in your email, which is an accommodation notice. It may indicate that the student needs an **alternate format for testing**. This notice verifies that the student has presented disability documentation to the Disability Services staff. The documentation meets legal guidelines and the student has been approved for alternate testing, which may include extended time.
2. The **student is responsible for scheduling an appointment** in Berks Hall, room 216, to take his or her exam the **same day and time as the rest of the class**. Other arrangements may be made for those students enrolled in evening classes. The Disability Services office closes at 7:30 PM on Tuesday and Wednesday. It closes at 5PM on Monday and Thursday and 4PM on Friday.
3. **You should deliver the exam/quiz to Disability Services staff PRIOR TO the start of class so the exam/quiz is available when the student arrives for his or her appointment.** Occasionally, we will ask you to submit an exam/quiz at least one day in advance of the test date. This is for those students who use assistive technology to take tests. Receiving the test a little earlier will allow staff to scan your test to be read by a computer program such as Kurzweil or JAWS. **NOTE: You may bring tests to B 216 or email them to disabilityservices@racc.edu .**

4. HOWEVER YOU SUBMIT TESTS, DS STAFF NEEDS THE FOLLOWING INFORMATION (ENVELOPES ARE PROVIDED IF YOU DROP OFF TESTS IN B 216 AND ALSO IN THE ADJUNCT FACULTY ROOM):

- **Your name (faculty/instructor)**
- **The student's name**
- **The name of the course or course designator (for example: HIS 115)**
- **Any specific instructions for the student (for example: may use notes, may use formula sheet, may NOT use formula sheet, etc.)**

5. When the student completes the exam/quiz, it will be placed in an envelope and **returned immediately to your mailbox** if you are an adjunct faculty member, **or the Division Mailbox, third floor, Berks Hall** if you are a full-time faculty member. If you are a Kutztown University faculty member teaching classes at RACC, please contact us to discuss how to return tests to you (email disabilityservices@racc.edu). Disability Services staff members provide testing accommodations to hundreds of students every semester. We are unable to return tests to individual mailboxes across campus. This is why tests are returned to the division mailbox for FT faculty. You are also welcome to pick up completed tests in B 216 if that is more convenient for you. If you want DS staff to hold the test for pick-up, just indicate that on the envelope or in the email.
6. **PLEASE NOTE:** If a student misses the test appointment or is otherwise unable to complete the test at the specified time, **written/emailed permission will be required from you** in order for the student to take the test at a later time or on a different day with Disability Services staff.

PLEASE FEEL FREE TO CONTACT ANY DISABILITY SERVICES STAFF MEMBER AT ANY TIME WITH QUESTIONS OR CONCERNS ABOUT TESTING PROCEDURES.