August 2011

MEMORANDUM

To: Members of the Hood College Faculty
From: W. Thomas Kranz, Disability Services Coordinator
In re: Testing Procedures for Students with Disabilities

Due to the number of students with disabilities who require testing accommodations, including extended time and use of a computer, the availability of appropriate technology and testing space in the Josephine Steiner Center for Academic Achievement and Retention (CAAR) testing center does not always coincide with the examination schedule. At times, particularly during mid-term and finals, it will be necessary to shift examinations for these students to times other than those indicated on the course syllabus and/or the master final examination schedule.

The Center for Academic Achievement and Retention staff is working within the following guidelines and will appreciate your help in addressing the specific needs of students with disabilities:

- Testing will be scheduled as close to the time indicated in the course syllabus and/or the master final examination schedule as possible, but exceptions will need to be made because of space and equipment availability and specific limitations due to a student’s disability.

- If the situation warrants moving an examination to a different day and/or time, the student must contact the professor to request the change and to gain the professor’s approval. The Center for Academic Achievement and Retention will not recommend such a move unless it is absolutely necessary. If you have questions about scheduling, please call Tom Kranz in Disability Services at extension 3241, or send him an e-mail message at kranz@hood.edu.

- Hard copies of examinations should be delivered to Michelle Townsend (Rosenstock 330) 2 days prior to the date a student is scheduled to test in Academic Services. Testing envelopes and labels are available from the administrative assistant in each departmental area, and should be used every time a test is to be administered through the Center for Academic Achievement and Retention. A drop-box on the door to Rosenstock 330 provides a secure delivery option for faculty not on campus during regular office hours. The Center for Academic Achievement and Retention will no longer accept exams sent as e-mail attachments. Faculty must take responsibility for ensuring that the correct exam is ready when the student arrives to test. The testing envelope label should be clearly marked to indicate the class time allotted for the test and whether notes, books, calculators, internet, etc. may be used.

I know that these procedures require some additional effort on your part, but in order to comply with ADA laws and regulations and, presumably, for humane and other good reasons, we must make these accommodations.