



## **Student Accommodations & Support Services**

### **Alternative Testing Accommodation Guide**

The Americans with Disabilities Act, as amended, (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against individuals with disabilities. These laws require the University to provide reasonable accommodations for otherwise qualified students with disabilities.

This guide can be used in assisting the instructor and the student in determining specifications regarding timed assessments (test, exam, quiz, midterm, final, etc.).

If the instructor or the student have any questions or cannot agree on the following terms, SASS should be contacted immediately for assistance.

#### **Student Accommodations & Support Services**

**121 Tawanka**

**Cheney, WA 99004-2445**

**509.359.6871**

**[dss@ewu.edu](mailto:dss@ewu.edu)**

#### **PROCTORING LOCATIONS:**

Student Accommodations and Support Services provides proctoring services for students requiring technology or private testing due to pre-approved ADA accommodations.

JFK Library provides proctoring services for all students. Information about Library Proctoring can be found at <https://www.ewu.edu/library/test-proctoring/>

Academic department spaces may also be identified for proctoring use. Please confer with Program/Department Chair or College Dean for individual department options.

#### **ADDITIONAL NOTES:**

Instructors may review student accommodations at

**<https://whitney.accessiblelearning.com/EWU/instructor>**

**Students should schedule exams at least 72 hours in advance. Additional information will be required from instructors to specify the date, time, and other specifications.**



## **Student Accommodations & Support Services Alternative Testing Discussion Points**

This discussion is meant to be an interactive process between the student and instructor, and to provide guidance for Alternative Testing arrangements. For clarity, the term "exam" is used in place of all timed assessments (quiz, test, midterm, final, etc.)

- Does this conversation apply to all exams or only a specific one?
  
- What is the standard length of time for all exams?
  
- Where will the student take the exam (online, JFK Library, SASS, department space?)
  
- Can the exam be taken on a different day than when it's administered to the rest of the class?
  
- Can the exam be taken at a different time than when it's administered to the rest of the class?
  
- What can be used on the exam (notes, book, calculator, scratch paper, etc.)?
  
- What ADA accommodations does this student have?
  
- Common accommodation questions:
  - What is the time length when factoring the student's accommodations?
  - If absent due to disability, what does that mean for the exam?
  - What does a memory aid accommodation look like for this exam?
  - What distractions cause concern for the student?
  
- What other questions do either of you have?