YSN TESTING ACCOMMODATIONS PROTOCOL

The need for testing accommodations at YSN has increased in the past few years and continues to be more evident each term, as it has across campus. Concomitantly, YSN is committed to adhering to the Americans with Disabilities Act and to mandates from Yale's Student Accessibility Services (SAS), which speak to YSN values of inclusion and diversity. To this end, in an effort to create a smooth testing coordination process and experience for students, staff, and faculty, procedures and responsibilities for students, faculty, and staff are as follows.

STUDENTS

• Students will be responsible for forwarding electronically their letter of accommodations received from SAS to their course faculty for courses where they wish to use their approved accommodations. The specific documentation provided to the student from SAS should be sent to their respective faculty within five business days of receiving it from SAS.
• Students will leave all personal items, laptop, and cell phone in their locker, car, etc. Nothing will be allowed to be brought into the assigned testing room/area.
• Students will abide by the honor code and not leave the testing room/area or remove the exam from the testing room and/or building. If the student must leave the room (i.e., bathroom emergency), the student must take the exam to the designated staff person (course instructor, senior administrative assistant, or testing coordinator).
• Students will receive specific information and instructions as to the date and time of the exam, start and end time of the exam, instructions for questions and bathroom breaks, and the contact person and where that person is located. This information will be e-mailed to each student at least the day before the exam.
• Students who do not wish to avail themselves of the accommodations for a specific exam should notify the administrative staff and course instructor at least three days prior to the exam.

OFFICE OF STUDENT LIFE AND ENROLLMENT SERVICES STAFF

• The registrar is responsible for recruitment and training of testing coordinators.
• The Office of Student Life will communicate with the student population about accommodations, student responsibilities, and important deadlines related to securing accommodations in a timely manner.
• The registrarial associate will be responsible for collecting and forwarding electronically to the senior administrative assistants for each program/specialty the letters of accommodations received from SAS. SAS letters include specific accommodations (time and a half, semi-private, etc.) for each student.
• The registrarial associate will send students with accommodations the YSN Testing Protocol upon receipt of their accommodations letter from SAS.

FACULTY

• Faculty will determine the date/time of the exam.
• Faculty will be responsible for notifying the respective senior administrative assistant of the students who have documented accommodations and specific dates of exams no later than the end of the first month of the term.
• Faculty will make themselves available to students and attempt to circulate to those students in separate rooms, if possible.

SENIOR ADMINISTRATIVE ASSISTANTS

• Senior administrative assistants will follow up with faculty regarding their exam and quiz schedules (i.e., dates, time, allotted time for exam/quiz) to determine the room needs for students with accommodations.
• Each term, the senior administrative assistant for each program/specialty will reserve rooms at YSN based on student accommodation needs and communicate these directly to the faculty instructor and/or student.
• In situations where testing space is limited (heavy midterm or exam season), the senior administrative assistants will work with the Business Office to identify any spaces not designated on EMS that may be used only in the rare occasion when testing space is limited.
• Senior administrative assistants will be responsible for notifying each student who requires accommodations with specific information and instructions about the test day. Specific information/instructions to students should be sent by e-mail at least the day before.
• Confidentiality of a student’s accommodation is critical. Senior administrative assistants will be sure to send separate e-mails to each student or blind copy the group of students.
• Specific information/instructions to the students will include:
  • Date and start time of exam.
  • Where to report on the day/time of the exam.
  • The importance of notifying the administrative staff immediately if there is an issue with the space assigned.
  • What they are allowed to bring and not to bring: i.e., instructions regarding leaving personal items in lockers, their car, etc.
• Refer to the protocol so the student may review it in advance.
• Offer noise-canceling headphones if needed.
• Senior administrative assistants will place a sign outside the testing room that indicates a test is in progress, etc.
• In the event of a paper exam, if senior administrative assistants are determined as the designee to receive the completed exam, the end time of the exam should be written on the document.

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