

# Accommodated Testing Services

Student Accessibility Services (SAS) works with faculty and the Registrar's Office to provide accommodated testing for students registered with SAS.

## Student Responsibilities

### Eligibility

Students must be registered with SAS and approved to write quizzes, tests, or exams with accommodations.

Eligible students must have done the following to receive testing accommodations:

- Review and submit the SAS Testing Agreement (this is a one-time step)
- Approve their Letter of Accommodation (LOA) via the ClockWork Portal each term.
- Schedule accommodated testing through the ClockWork Portal by the deadline
- Students in distance education who require in-person testing outside North Bay should email [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca) as soon as possible.
- Online testing accommodations will be provided by the faculty.
- Disability-related conflicts must be communicated to SAS by the associated deadlines.
- Late requests (after the deadline) will be considered on a case-by-case basis.

## Faculty

Instructors are responsible for providing the accommodations listed in a student's Letter of Accommodation (LOA) which can be found in the [ClockWork Faculty Portal](#).

## Providing Testing Accommodations

Example of testing accommodations include, but are not limited to:

- Additional time for eligible students writing online testing
- A printable copy of online testing for students who require it as an accommodation
- Special formatting of testing such as enlarged font etc. for paper tests or midterms, which can be requested from FASS

## Providing Testing Material and Information

To properly prepare for scheduled testing, SAS must receive all testing material and details no later than **2 business days** before the assessment (except official final exams).

Electronic copies are preferred for use with adaptive technology but hard copies can be dropped off to SAS.

- if the requested material is not received at least 2 days in advance, SAS may not be able to prepare. Under these circumstances **SAS will cancel all bookings**, advise faculty of the cancellation and:
  - let the students know and tell them to wait for further information
  - remind the students that they are not required to attend class to write without accommodations (but still attend any planned lecture)
  - follow up with the instructor to make alternate arrangements
- to help instructors plan ahead, a reminder email will be sent 5 days in advance of scheduled testing for which we haven't received the material.

**PLEASE CONTACT** [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca) in circumstances where they may be a delay in sending the requested testing material in time.

## SAS Testing policies

### Memory Aids

Memory Aids as an accommodation must be pre-approved and sent to SAS by the instructor. SAS will print the material and include it in the test package. The student must return all material, including the memory aid, with the completed test or exam.

Upon approval of a specific memory aid, it must be emailed to [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca). It will then be printed for the student to use and returned with the completed test/exam.

For specific information on what constitutes a memory aid and the criteria for approving this support, please see the [SAS Memory Aid Policy here](#).

## 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

If SAS is unable to accommodate the late request, the student is expected to write with the class, without accommodations or contact their instructor to discuss options.

If a student registers with SAS after the booking deadline, they are not considered to be making a late booking request, and arrangements will be made to accommodate them.

## Disability-Related Conflicts

From time to time, students may need to request an alternate date and/or time to write a scheduled test, midterm or final exam. Examples include:

- Additional time overlapping with classes or other testing
- 1 Midterm or exam/24 hours
- Appointments or other reasons related to disability

In these cases, SAS will contact the professor to make arrangements, and, upon approval, SAS will require the student sign a “Confidentiality Agreement-Rescheduled Testing” which will be forwarded to the instructor.

## NEW Testing Centre Hours (Fall 2024)

The SAS testing centre will be available for in-person tests and midterms during the following adjusted hours (excluding the official final exam period):

**Monday to Thursday:** 8:30 AM to 7:00 PM

**Friday:** 8:30 AM to 4:30 PM

If any of your students have tests or midterms scheduled outside of these hours, students are responsible to communicate promptly with SAS testing to make alternate arrangements.

Additionally, please note the following guidelines:

- Assessments scheduled outside of SAS testing centre hours will be adjusted or rescheduled to fit within our updated operating hours.
- Schedule changes will be confirmed with faculty first; the session might be shorter or online, so no change may be needed. SAS will try to overlap with class schedules.
- If a student's amended test schedule does not overlap with the original class schedule, SAS will follow the pre-established procedures confirm the alternate date/time with faculty and the student will be required to sign a “Confidentiality Agreement for Rescheduled Test-Exams”.

## Deferral Requests

**TESTS/MIDTERMS:** Students are to advise their professor by email and copy [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca).

If the faculty requires documentation to support the request, the process is as follows:

- Disability-related: The student will provide SAS with the documentation to be reviewed. If the Accessibility Consultant determines that the request is disability-related, they will confirm this with the instructor.
- Other reasons: after reviewing the documentation, the faculty will advise SAS know if the deferral request is approved.

If the faculty approves a deferral request, the student will need to sign a “Confidentiality Agreement-Rescheduled Testing”.

For more information on this, please see the [SAS Deferral of Tests and Exams here](#).

**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