

August 25, 2010

Dear Colleagues:

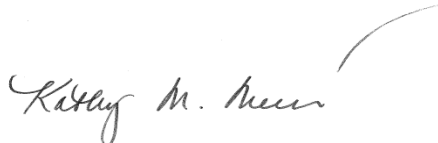
The purpose of this letter is to inform you of a change in the practices for alternate testing and accommodations for students with disabilities. A great number of students with disabilities need the accommodation only of either 1.5 time or double time for exams and quizzes. Because security and integrity of both the test and testing site are crucial issues in proctoring multiple exams, it is imperative to uphold testing standards.

From now on, students requiring extended testing times only will take their exams and quizzes by scheduling appointments with Lee Ann Gills in the Arts and Sciences Department. Lee Anne will proctor exams on Tuesdays, Wednesdays, and Thursdays only. Students requiring additional accommodations such as a reader, scribe, private room, etc., will take their exams and quizzes with me as the proctor during times that I am available. All scheduled exams must be made 48 hours in advance.

All students will be required to pick up a Disability Services Testing Information Form from my office. I will approve each form by placing my initials on the form and checking the requested accommodation(s). The student will bring the form to you to complete the "Information Provided by Instructor" section. Please fill out the requested information for testing dates, times, and other details. Please note there will be a section for additional exam resources for the student's use while testing. If no exam resources are allowed, please check "None of These." Please note the additional section requesting information as to how the exams and quizzes will be delivered and picked up. Omissions may result in the student being unable to begin the exam or quiz until you have been contacted for clarification. After the student has scheduled his/her exam with Lee Anne or me, it will be the student's responsibility to inform you where and when he/she will take the exam.

Attached you will find a new Disability Services Testing Information Form that will be used. Green colored paper will be used for these forms. In addition, you will find the Proctoring Information and Testing Procedure & Schedule for students with disabilities using the testing center through Lee Anne's office and my office. Thank you for your cooperation in this matter. The Disability Services office is committed to enforcing the Students' Code of Conduct by taking careful steps to ensure the integrity of the testing process through our office. If you have any questions or concerns about these procedures please feel free to contact me.

Sincerely,



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