

To: UTSA Instructors Providing **Test Accommodations/s in the Adaptive Test Center** in Student Disability Services

Student Disability Services (SDS) recommends the following guidelines/steps for the implementation of the academic accommodation of **extended time (xx) the total amount of time given to other students to complete the task for all in-class work by Student Disability Services (e.g. exams, quizzes, essays, Blackboard assignments)**:

- 1) Once the official letter of accommodation from Student Disability Services is received, dialogue with the student about those procedures and expectations you have for setting up an exam with Student Disability Services. (Note: An example of one expectation would be how far in advance the student has to communicate with you that they want to utilize their accommodation for the upcoming exam.)
- 2) As part of your discussion with the student, please know that students who have test accommodations with the Adaptive Test Center are informed by SDS about the following policies and procedures:
 - a. Students are responsible for scheduling exams in the Adaptive Test Center at **least 5 business days** prior to the test date. (Any exam not scheduled 5 business days in advance may result in the student having to take their test with you as the instructor or a need to reschedule with the instructor on another date/time). **Note: Final exams must be scheduled 3 weeks in advance.**
 - b. Exams should be scheduled at the same time the class is scheduled to take the exam. Any variation in time will require the instructor's approval. **(Note: Instructors may choose to provide the student with approved accommodations directly or by a designee in a location that fulfills the accommodated testing environment in which the student has been approved. It is within the Instructor's purview to determine and arrange to provide students with their approved disability accommodations directly)**
 - a. Students are advised to remind the instructor that he or she is taking the exam in SDS and that the instructor needs to bring the exam to Student Disability Services in MS 3.01.16.
 - b. Students must arrive promptly at the SDS office at the time the test is scheduled. If a student is more than 15 minutes late, SDS/student must obtain permission from the faculty in order to administer the test and the time will be deducted from the extended test time. Exceptions may be made in cases of illness, emergencies or delays resulting from problems with VIA Trans.
 - c. SDS will provide a proctor for exams. The proctor will administer the exam according to directions provided by the instructor and ensure that appropriate accommodations are provided. Students **must** have permission from the instructor to use books, notes or any other materials during tests administered by SDS.
 - d. If SDS does not receive a proctor checklist or written instructions from the instructor approving the use of books, notes, or any other auxiliary materials or instruments during an exam, SDS will assume the use of additional materials is **not** permitted.
 - e. If the student does not show for the exam, then the exam will be returned to the instructor immediately. Note: Students who must cancel or postpone a test are responsible for contacting the instructor and notifying SDS to reschedule.
- 3) Once you have established parameters and expectations regarding the implementation and coordination of tests in the Adaptive the Test Center, SDS **strongly** recommends that you document the details of your discussion. This can be done through an email which then acknowledges an agreement between you and the student. Make sure you retain a copy for your records and share this information with SDS.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.