

Information for Faculty Regarding ODS Testing Accommodations

This sheet provides detailed information for faculty regarding exam accommodations for students who utilize the testing services provided by ODS. The ODS testing center is **always** open 8:30 AM – 7 PM, Monday through Thursday and 8:30 AM – 5 PM on Friday during the regular academic year. Summer hours are shortened and we do not offer evening testing hours. **Please note: As part of our service, *limited* space and proctors are provided in the ODS testing center. ODS is located at 804 University Ave on the 3rd floor.**

Faculty Check List

- Receive student Accommodation Letter (See Back sheet for Sample)
- Meet with student to discuss the following:
 - If the course examination does not fall between ODS hours of 8:30-5 PM, will you be providing the accommodation? What is the course of action if you will not?
 - If you are giving a “Pop Quiz”, how will the student’s accommodation be provided?
 - If the student should test at ODS, please give us the Exam form highlighted information when submitting exams/tests/quizzes. (See right)
 - If an alternative exam date or time has been agreed upon, has that been indicated on the intake or email submittal?
 - **Important:** Once you and the student have agreed upon a time and date for the exam that works with the student’s schedule and accommodation, the Student must then sign-up for their exams using the ODS test sign-up sheet found online at www.disabilityservices.syr.edu under the student information page.
- Send exam to ODS with the information requested on the exam form **at least one business day in advance if possible.**
 - Preferred method is by email at examsods@syr.edu or Drop off. Courier hours are only offered between 2 PM and 3 PM daily for pick-up and drop-off of exams.

Exam Form

- If you email exams to examsods@syr.edu, there will be an auto-reply that confirms the receipt of your exam and requests the highlighted information found on the exam form.
- **Only one form per exam is necessary.**

Disability Services Exam Form

Test Date: _____ Assigned Room/Seat: _____

COURSE CODE/ NAME: _____

STUDENT LAST NAME: _____ STUDENT FIRST NAME: _____ ACCOMMODATIONS: _____

START TIME: _____ ESTIMATED END TIME: _____ ACTUAL END TIME: _____

INSTRUCTOR: _____ CONTACT INFO DURING EXAM: _____

Alternate Contact Name & Info: _____

Exam Date & Time

This exam will be taken on _____ at _____

(Date) (Time)

- Time (in Minutes) for Class: _____

Method of Receipt

Date Received: _____

Campus Mail

E-Mail

Student Delivered/Brought Exam

Hand Delivered by Professor

Picked up by Courier

Approved Exam Materials

- Calculator
- Computer
- Blue Book
- Formulas
- Dictionary
- Nothing Allowed**
- Open Book
- Open Notes
- Scantron – Please Specify – Half, Purple, Full, etc. in Comments
- Other _____

Comments/Special Notes: _____

Method of Return

Pick Up (Most Secure Method)

Instructor: _____

Authorized Personnel: _____

E-mail (Please Provide Email Exam is to be sent to) _____

ODS Courier to Department Name and Address _____

Campus Mail: _____

Signature Acknowledging Receipt of Exam: _____ Date Sent/Picked Up: _____

Signature of Courier if Applicable: _____ Date Delivered: _____

Complete all highlighted sections. Include this information with the exam you are submitting.

CONFIDENTIAL

This document is confidential and intended only for use of the addressee. If you are not the intended recipient, please return it to the Office of Disability Services as soon as possible.

ACCOMMODATION AUTHORIZATION LETTER

DATE: August 25, 2014
This letter is valid for the Summer 2014 Semester

TO: Professor/Instructor/Professional Staff

FROM: _____ Counselor
Office of Disability Services

RE: Accommodations for _____ SUID # _____

[Insert Student Name] has provided documentation of a disability to the Office of Disability Services. I have worked with [Insert Student Name] to develop specific accommodations to provide equal academic access to your class. In order to instruct and evaluate this student without penalty due to the disability, the following accommodations are requested but not limited to:

***Testing Accommodations:**

- Extended time on in-class exams and quizzes in the amount of 1.5 (time and a half)
- Exams should be administered in a minimally distracting environment

***ODS Exam Administration Referral Information:**

If a professor cannot make accommodations in his or her department, exam administration and special testing rooms are available through the Office of Disability Services. Planning for test administration through ODS should be done at least 2 weeks in advance. For more information, contact Kala Rounds at 443-5024 or karounds@syr.edu. If the student is going to take exams/quizzes at ODS and you would like to email the exams/quizzes to our office, please send them to our secure and dedicated exam email examsods@syr.edu

Please note this is only a Sample Letter

If questions arise regarding testing accommodations and services please contact Disability Services at 315-443-3606.

Special Notes for Instructors

- If a student has “Reader/TTS” or “Scribe/Speech Recognition” as an accommodation, it is requested that the exam be delivered in Microsoft Word format, either through email or on a portable jump drive.
- If you would like to discuss providing accommodations for the student on your own, please contact us with any questions or for assistance.