

Accommodated Testing Requirements

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

Student Responsibilities

Eligible students are expected to:

- regularly review and comply with the terms listed under "Testing Accommodations" in the SAS Service Agreement
- approve their letter of accommodation (LOA) via the Clockwork portal each term.
- By the posted deadlines:
 - schedule in-person accommodated testing through the ClockWork portal
 - inform SAS of disability-related conflicts (online and in-person testing)
- respect testing integrity in compliance with the academic standards set by the Nipissing University Academic Integrity Policy, as outlined in the SAS Service Agreement

Off-Campus Testing

- Students in distance education who require in-person testing outside North Bay should email sastesting@nipissingu.ca as soon as possible.
- Online testing accommodations will be provided by the faculty.
- Online testing **does not** take place in-person unless:
 - there are specific accommodation to write in person or using a paper version
 - the testing takes place in the in-person, with other students

Late Booking Procedure

If requesting testing accommodations after the booking deadline, SAS will make every effort to accommodate the student 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.

Disability-Related Conflicts

SAS will work with professors to make alternate arrangements for students needing 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
- Disability related reasons

Memory Aids

For specific information on the use of a memory aid as an accommodation, please refer to the SAS Memory Aid Policy. In summary:

- Memory Aids as an accommodation must be pre-approved and emailed, by the instructor, **directly** to SAS.
- Attachments sent or forwarded by the student will not be accepted.
- SAS will print the material to include with the test/exam.
- The memory aid must be returned with the completed test/exam.

Concerns During Testing

- If accommodations are not available at time of testing, students are not required to continue.
- Students are responsible for informing SAS of any issues impacting their ability to start or continue the assessment (accommodations, technology, health etc.).
- If there is a concern before or during testing, students should STOP and proceed as follows:
 - **On-campus Testing:** Inform the SAS proctor.
 - **Online Midterms and Take-Home Exams:** Let my instructor know and copy sastesting@nipissingu.ca
 - **Online Final Exams:** follow the instructions provided by Registrar's Office
- SAS may not be able to advocate later if not informed of concerns at time of testing.

Deferral Requests

The deferral process for missing a test/exam depends on the nature of the assessment and reason for the request.

Tests/Midterms

Students are to email their professor, copying sastesting@nipissingu.ca and be prepared to provide documentation to support the request.

- **Disability-related:** The student will provide SAS with the documentation to be reviewed.
- The Accessibility Consultant will determine if SAS can support the request and follow up with the instructor.
- **Other reasons:** The faculty will review the documentation and follow up with SAS.

Official Final Exams

Students must submit a Deferral Request to the Office of the Registrar through WebAdvisor.

- **Disability-related:** SAS will review any related documentation and advocate on behalf of the student with the Registrar's Office.
- **Other reasons:** Students are to follow the process set by the Registrar's Office.

Faculty Responsibilities:

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

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

- additional time for eligible students writing online testing
- limits on the number of assessments written within a given time period
- 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

Memory Aids

Memory Aids as an accommodation must be pre-approved by the instructor and emailed to sastesting@nipissingu.ca.

SAS will print the material 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 refer to the SAS Memory Aid Policy.

Providing Testing Material and Information

To properly prepare, 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).
- A reminder email will be sent 5 days in advance of scheduled testing for which we haven't received the material.
- 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 and advise faculty of the cancellation
 - inform the students and remind them that they are not required to write with the class (but still attend any planned lecture)
 - follow up with the instructor to make alternate arrangements
- If a delay in providing the material is expected, the instructor is asked to contact sastesting@nipissingu.ca.

Testing Integrity and Confidentiality

SAS strives to promote the academic standards set by the Nipissing University Academic Integrity Policy.

At times, SAS contacts instructors to make alternate testing arrangements on behalf of students needing to write at a different date/time than originally scheduled.

SAS acknowledges that faculty may have concerns regarding testing integrity when **any** students write at a different date/time than the class.

As such, as part of the SAS Service Agreement, students registered with SAS have pledged:

- I understand that test and examination content is confidential.
- I will maintain the confidentiality of all tests, examination, and evaluation content and will not share, seek, receive, or participate in the sharing or exchange of exam-related information in any form.
- I understand that breaching confidentiality may result in academic penalties.

Students understand that they may be subject to academic penalties if they breach confidentiality about any part of a rescheduled or deferred exam. Breaching confidentiality includes, but is not limited to, sharing or receiving exam content or other exam-related information with other students using personal communication, electronic communication, or social media platforms.