



January 2021

TO: All Faculty  
FROM: Office of Student Access Services  
SUBJECT: Testing Procedures

Following are the Office of Student Access Services (SAS) procedures for administering exams to students with approved accommodations in the testing center at 100 Heitz Hall. The testing facilities at the Office of Student Access Services are specifically for students with documented disabilities; faculty that have students without testing accommodations in need of an alternative testing.

**Due to COVID-19, to ensure the health and safety of all utilizing the Office of Student Access Services, students stating they are unwell or have COVID-19 symptoms will be referred to Bradley University Health Services and have their exams rescheduled.**

For Spring 2021 semester, the Office of Student Access Services will suspend delivery and pick up of hard copy exams and ask faculty email the exam in **Word Document or PDF format** to the SAS at [sas@fsmail.bradley.edu](mailto:sas@fsmail.bradley.edu) **at least one business day before** the exam is to be administered. Once the student completes the exam, the SAS will scan and email a copy of the exam to the professor by the next business day. The Office of Student Access Services will destroy the original exam after one week unless instructed otherwise by faculty.

To ensure the Office of Student Access Services administers the exam appropriately, the exam must have a "Professor Instructions to Student Access Services" form detailing time allotment, permitted materials and contact information. A copy of this form will be sent with each student exam notification email and can also be downloaded from our Faculty Resources page.

**Spring 2021 In Person Exam Proctoring at the SAS:**

Monday 9:00 a.m.-4:30 p.m.

Tuesday 9:00 a.m.-4:30 p.m.

Wednesday 9:00 a.m.-4:30 p.m.

Thursday 9:00 a.m.-4:30 p.m.

Friday 9:00 a.m.-12:00 p.m.

## **TIMELINE OF TESTING AT THE OFFICE OF STUDENT ACCESS SERVICES**

**Three business days before exam:** deadline for students to schedule test with the Office of Student Access Services.

- Students can currently schedule all exams/quizzes listed on their syllabi and can modify their schedule should you elect to make date changes.
- The office will need direct faculty approval for students to take an exam outside of class time.

**Two business days before exam:** faculty will receive an email notice of students who have scheduled, along with a request for pertinent information, such as:

- time: how much time you are permitting the rest of the class so we can adjust extended times accordingly
- materials or supplies permitted: calculator, scratch paper, notes
- contact: how we can reach you during the test should questions arise.

**One business day before exam:** exams are to be emailed to the SAS office.

**Day of exam:** SAS will proctor exams.

**One week post exam:** SAS will destroy exams.

## **OUR FACILITIES AND SEATING AVAILABILITY**

- **Capacity:** The SAS can currently seat 16 students, with room for 12 taking paper exams and 4 utilizing desktop computers; students with the accommodation of tests in auditory format will use the desktop computers.
- **Software:** If your student needs a particular software version this semester, please let the SAS know as soon as possible.

## **ONLINE EXAMS**

- **Sakai/Canvas:** Faculty must set extended-time parameters for each student needing extra time; this needs to be done in Sakai whether the student is taking the test here in the SAS or elsewhere on campus.
- **Other portals:** If you are using any other testing portals, be sure to notify us well in advance to avoid connection issues.



## TEST ANOMOLIES

- Typographical errors: Faculty who find an error in a document should contact the SAS as soon as possible so we are able to relay information to testing students. Likewise, if a student suspect an error, we will do our best to contact you immediately.
- Academic dishonesty: Students are monitored by video surveillance during proctoring. Upon suspicion of academic dishonesty, our policy is to:
  - Stop the student and confront them concerning the violation.
  - Mark the place on the test where the student was confronted.
  - Allow student to complete the test; restart time will be noted.
  - In accordance with Bradley University regulations, file a report with the instructor and the Executive Director of Residential Living and Leadership.

Please contact Lindsay DuBois, Testing Coordinator, with any information or questions regarding testing. We very much appreciate all of your efforts to assist Bradley's students with disabilities.

Respectfully,

Elizabeth Gorman  
Director of Student Access Services

100 Heitz Hall  
Bradley University  
1501 W. Bradley Avenue  
Peoria, IL 61625  
[egorman@fsmail.bradley.edu](mailto:egorman@fsmail.bradley.edu)  
309-677-2421 (office)  
309-677-3685 (fax)

Lindsay DuBois  
Testing Coordinator

100 Heitz Hall  
Bradley University  
1501 W. Bradley Avenue  
Peoria, IL 61625  
[ldubois@fsmail.bradley.edu](mailto:ldubois@fsmail.bradley.edu)  
309-677-4358 (office)  
309-677-3685 (fax)