Examination Procedures Manual for Instructors

University of Waterloo

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Information for Professors
To be eligible to write quizzes, tests, and exams with accommodations coordinated by the AAS Exam Centre, a student must have a documented disability and be registered with AccessAbility Services.

It is the responsibility of AccessAbility Services to determine which accommodations, if any, are required on a student-by-student basis based on the student’s diagnosis, documentation, and personal needs. The instructor, Chair, or Dean may reject a suggested accommodation only if it would compromise the academic integrity of the course or program.

Steps in the Process
Each time a student in your course registers for accommodation you will receive by email a Faculty Notification Letter specifying the name and accommodations needs of the student. Included in this email will be a link to the Testing Agreement.

The Testing Agreement asks a series of questions pertaining to the administration of the exam including allowable aids, preferred deliver method, and contact during the test. This agreement is to be filled out by the instructor at the beginning of the semester. The Testing Agreement needs to be completed once/course per semester. Please note that the Testing Agreement must be filled out before the student can be scheduled to write. If there is any difficulty accessing and completing the Testing Agreement, please contact AccessAbility Services.

Students are required to book their tests and exams at least 7 days before the test/midterm or by the final drop date, whichever comes sooner.

If a student does not book by the deadline and no extenuating circumstances are present, they will be instructed to either write with the class or to contact the instructor to arrange a deferred exam if appropriate.

You will receive an email requesting copies of the exam two days prior to the exam date*. This email will include the number of students writing the exam, the date and time that they have scheduled to write with us.

*We may request the exam up to five days earlier if we need to provide an alternate format to the student (e.g. braille, audio)

Please double check that the dates/times listed in the email are accurate and contact us immediately if there are any dates listed that you have not approved.

We’d appreciate that exams be submitted to our office the day before the scheduled exam. If this is not possible, please let us know when the test will be made available. It is the instructor’s responsibility to ensure that the AAS Exam Centre has copies of the exam when required. If we do not have copies of the exam by the time students are scheduled to start, they may be sent to the class to write and the instructor will be responsible for providing the appropriate accommodation.

Exams are housed with us in a secure and locked area until written.
Students write exams at the same time that the class is writing unless alternate arrangements have been negotiated in advance and approved by the professor. If the student needs to schedule the test/exam at a different time or date from the class, AccessAbility Services will require written confirmation of the date and time from the instructor.

Once written, exams will be returned to your department the next day by Central Stores. Exams are barcoded and can be tracked. If you require them sooner, they will be available for pick up from NH 1401. If you would like to pick up your completed exams, please make this request in advance so we can hold the exam and confirm with you when they will be available.

**Keeping Us Informed**

To maintain the accuracy and integrity of the exam process, we ask that you please ensure that the following is either included with the exam or provided with the Testing Agreement.

- Course Code, Section Number
- Name of Professor
- Date, Time and Length of exam
- Version Number if applicable
- Instructions (i.e. no calculators, open book, crib sheets, exam booklets, and scantron)

When you provide this information for us, it assists greatly in eliminating confusion for all involved.

**Course Outlines**

Please include detailed information on your course outline. In order to know which of their approved AAS accommodations are required for the exam, students need you to provide them with the following information:

- How long the class will be given to write the exam
- The date of the quiz/test/in-class assignment/ exam
- What materials, if any, are permitted
- The exam format (multiple choice, short answer, essay, online, audio component, etc.)

If you change the timing, or announce the date of an exam in any way less than a week before the exam we cannot guarantee that the student can be accommodated accordingly. We need the appropriate lead time to arrange for staffing, space, and the provision of the accommodations that the student requires.

**On-Line and Centre for Extended Learning Midterm Tests**

The Faculty Notification Letter will contain accommodation information such as extra time that will need to be implemented for on-line tests and exams. If you are not sure how to add extra time to your online
tests, or encounter any issues putting these accommodations in place, please contact LEARNHelp, learnhelp@uwaterloo.ca.

AAS Exam Centre Hours
Regular business hours are Monday to Friday 8:30AM to 4:30PM.

Exams may run outside of these hours as required for scheduled tests. Deferred exams cannot be booked outside of regular M-F office hours.

The latest time an exam may start is 6:00PM and all exams must be finished by 10:00PM.

The Exam Centre will open on Saturdays to accommodate exams only when they are being written at the same time as the class.

The AccessAbility Services Exam Centre is not open on Sundays or University Holidays.