

YSN Testing Accommodations Protocol

The need for testing accommodations at YSN has increased in the last few years, and continues to be more evident each semester as it has across campus. Concomitantly, YSN is committed to adhering to Americans with Disabilities and mandates from Yale's Resource Office on Disabilities which speaks to YSN values of inclusion and diversity. To this end, in an effort to create a smooth testing coordination process and experience for students, staff and faculty, below are procedures and responsibilities for:

Students

- Student(s) will be responsible for forwarding electronically their letter of accommodations received from the Resource Office on Disabilities (ROD) to their faculty instructors for courses with approved accommodations. The specific documentation provided to the student from the Resource Office on Disabilities (ROD) should be sent to their respective faculty within 5 business days after receiving it from ROD.
- Student(s) will leave all personal items, laptop, cell phone in their locker, car, etc. Nothing will be allowed to be brought into the assigned testing room/area.
- Students will abide by the "honor code" and not leave the testing room/area or remove the exam from the testing room and/or building. If the student must leave the room (i.e. bathroom emergency), he/she must take the exam to the designated staff person (Course Instructor, Senior Administrative Assistant, or Testing Coordinator).
- Students will receive specific information and instructions as to the date and time of the test, start and end time of the exam, instructions for questions and bathroom breaks, whom will be the contact person and where the person is located. This information will be sent by email to each student at least the day before the exam.

Office of Student Affairs (OSA) Staff:

- Student Affairs Assistant, Office of Student Affairs will be responsible to forward electronically to the Sr. AAs for each program/specialty letters of accommodations received from the Resource Office on Disabilities (ROD). ROD letters include specific accommodations (time and a half, semi-private, etc.) for each student.
- Each semester, the Sr. AAs for each program/specialty will provide the Student Affairs Assistant with a spreadsheet with program/specialty test dates, number of rooms needed for each exam including length of time for each reservation based on student accommodations, and other information needed in order for the Student Affairs Assistant to reserve rooms for said program/specialty's upcoming exam. This information should be given no later than the start of the second month of the term and in one comprehensive format so reservations can be made in batches. Once reservations are made in EMS by the OSA Student Services Assistant, the spreadsheet with the corresponding reservations will be sent back to the respective Sr. AA. If there are any emergencies (cancellations due to weather, faculty schedule, etc.), last minute

changes and/or modifications to the room reservations made by the OSA Student Services Assistant, these new changes will be made by the respective Sr. AA for the program/specialty and communicated directly to the faculty instructor and/or student.

Faculty:

- Faculty will determine the date/time of the exam.
- Faculty will be responsible to notify the respective Sr. Administrative Assistant of the students who have documented accommodations and specific dates of exams no later than the end of the 1st month of the term.
- Faculty will make themselves available to students and attempt to circulate to those students in separate rooms, if possible.

Senior Administrative Assistants (Sr. AAs):

- Sr. AAs will follow up with faculty regarding their exam and quiz schedules (i.e. dates, time, allotted time for exam/quiz) to determine the room needs for students with accommodations. This information will be shared with the OSA Student Affairs Assistant in order to reserve rooms for upcoming exams/quiz. Information should be given no later than the start of the 2nd month of the semester (October and February) and in one comprehensive format so reservations can be made in batches. Last minute changes due to weather, schedule changes, etc. will be the responsibility of the Sr. AA.
- In situations where testing space is limited (heavy midterm or exam season), the Sr. AAs will work with the Business Office to identify any spaces not designated on EMS that may be only used in the rare occasion when testing space is limited.
- Sr. AAs will be responsible for notifying each student who requires accommodations with specific information & instructions about the test day. Specific information/instructions to students should be sent by email at least the day before. PLEASE NOTE: CONFIDENTIALTY OF A STUDENT'S ACCOMMODATION IS CRITICAL. BE SURE TO SEND SEPARATE EMAILS TO EACH STUDENT OR BLIND COPY THE GROUP OF STUDENTS. Specific information/instructions to the students will include:
 - Date and start time of exam
 - Instructions for where to report at the time/day of the exam
 - The importance of notifying the administrative staff immediately if there is an issue with the space assigned.
 - What they are allowed to bring and not to bring/instructions re: leaving personal items in lockers, their car, etc.
 - Students who do not wish to make avail of the accommodations for a specific exam should notify the administrative staff and course instructor at least three days prior to exam.
 - Refer to the protocol so they student may review it in advance.
 - Offer noise canceling headphones if needed.

- Sr. AAs will place a sign outside the testing room that indicates a test is in progress, etc.
- In the event of a paper exam, if Sr. AAs are determined as the designee to receive the completed exam, the end time of the exam should be written on the document.