

**Policy:**

University of Redlands students with documented disabilities are entitled to reasonable accommodations under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and state and local regulations regarding students with disabilities. Disability Services, in the Student Development Center, works individually with students to determine what exam accommodations are most appropriate, based upon the documentation.

It is the student's responsibility to provide documentation to Disability Services in Student Development and to obtain an Academic Accommodation Request for each professor each semester by meeting with Academic Success & Disability staff. All documentation of learning disabilities, attention deficit disorders, psychological conditions, and chronic medical conditions is private, protected by FERPA.

Exam accommodations are designed to allow students with disabilities to demonstrate their mastery of a subject and to compete equally with peers without disabilities. The appropriate accommodation depends upon the impact the disability has on exam taking. Specific educational or functional limitations, such as learning disabilities, attention disorders, visual impairments, limited dexterity, and psychological conditions affect a student's ability to perform well on an exam in a traditional setting.

Commonly requested exam accommodations include, but are not limited to: a reader and/or scribe, extended time (not to exceed double time), use of assistive technology (calculator, word processor, tape recorder, text-to-speech software, etc.), large print exam, distraction-free testing environment, and use of dictionary or spell check.

Every student requesting exam accommodations must provide each instructor with an Academic Accommodation Request, a three-part form verifying that the student has documentation on file with Disability Services. After discussing the disability related needs in the course, including appropriate testing accommodations, the request must be signed by the professor and the student and each professor will keep a copy. The yellow copy is returned to Disability Services and is kept in the student's file.

If a student does not give the instructor a request in a timely manner or does not submit an Academic Accommodation Request, the instructor is not obligated to make any accommodation.

Professors and students with concerns or questions are encouraged to call Disability Services. Our office is located in Student Development in the lower level of the Armacost Library. The telephone number is x 8108 or from off-campus 909-748-8108.

**Procedure:**

1. The provision of any test accommodation does not ensure or guarantee a certain level of achievement or success on an exam.
2. **Instructors will complete a Preference Form for each student requesting exam accommodations.** If the instructor prefers to administer the exam and can arrange the requested accommodations, the student may make arrangements directly with the instructor. In some cases it may be more appropriate for the instructor to administer an exam. For example, the instructor may have a concern about test security, may need to be physically available during the exam to respond to questions or problems, or may want the exam immediately after the student completes it.
3. **It is the responsibility of the student to schedule exams** in Student Development **at least a week in advance of an exam** by completing an Exam Scheduling Form and dropping it off in Student Development. An Exam Master calendar specifying the course, the professor, and the day and time of the exam is kept at the secretary's desk.

**Special arrangements** such as a reader and/or scribe must be noted on the Exam Master calendar.

4. **Exams may be delivered** to Student Development according to the instructor's preference. The exam may be e-mailed, delivered to Student Development by the instructor or a department secretary, or it may be carried by the student from the class in a sealed envelope. Caution should be used in sending exams by intra-campus mail since they may not arrive in time.
5. **The instructor must give Student Development clear instructions for the exam**, especially on the use of any materials (notes, dictionary, calculator, etc.) during the exam.
6. **Each student must sign in** and sign and leave their cell phones, books, purses, backpacks, hats, and personal belongings with a staff member. Student Development staff will periodically monitor each student taking an exam (exam rooms have windows in the doors).
7. **Students shall remain in their assigned room once testing begins.** Please take care of all personal needs (restroom, food, etc.) prior to beginning an exam. If there is a special request during the exam, please speak with a staff person.
8. **Completed exams** will be hand-delivered to the instructor the same day or the next morning, unless otherwise requested by the professor. Exams will not be sent by intra-campus mail.
9. **Any actual or suspected incidents/evidence of improper test-taking or dishonesty will be immediately reported to the instructor.**
10. **Arrangements for final exams must be made, at minimum, one week in advance by completing an Exam Scheduling Form.** Arrangements to have a proctor for evening or weekend exams will be made during finals. Any change in the time or date of a final exam must be approved by an ARB petition written by the student and supported by the instructor.
11. **If the student does not arrive on time for the scheduled exam or does not show up at all**, the exam will be returned to the faculty member who will decide whether or not to allow a re-test.