



STUDENT ACCESSIBILITY SERVICES

11255 North Torrey Pines Road, La Jolla, CA 92037-1011
(858) 642-8069 • Fax (858) 642-8214 • www.nu.edu

TEST ACCOMMODATION POLICIES AND GUIDELINES

Online Test Accommodations

ECollege: There is no action needed on the part of the student or faculty to set up the approved extended testing time for courses using eCollege. The Accessibility Coordinator will work with the university's course management system to automatically apply the approved extended time at the time of the student's registration with SAS.

BLACKBOARD: National University is moving to a new learning management system called Blackboard. Due to this new learning management system, the process for arranging your approved extended test/quiz time has changed. Should you be enrolled in a Blackboard course and wish to use your approved extended test time, please follow the steps below.

What are the steps needed to set up extended test time in Blackboard?

Step 1: Provide a copy of your Accommodation Letter to your professor of record right away (preferably 1 week before the course starts)

Step 2: Inform your professor that he/she will need to change the test time for each quiz/exam in Blackboard to reflect your approved extended test time.

Step 3: Refer your professor to CIL Online Faculty Concierge at 1-877-533-4733 Option 2 to serve as a resource in assisting with the adding the extended testing time.

Contact SAS right away at accommodations@nu.edu regarding any student or professor concerns or questions regarding your accommodations or course access.

ONSITE TEST ACCOMMODATIONS: Student Responsibility

Step 1: Complete an Onsite Test Accommodation Orientation with the Academic Accommodations Coordinator

A Test Accommodation Orientation appointment with the Academic Accommodations Coordinator is required prior to using onsite test accommodations. This appointment is required prior to using onsite test accommodations and should be made at least two weeks before your first exam in which you seek onsite test accommodations. To request an appointment, please use the online scheduling tool at (<http://www.meetme.so/nutesting>) or e-mail accommodations@nu.edu.

Step 2: Provide a copy of your Accommodation Letter to your Professor of Record

For each course you wish to use your approved extended test time. Timely notice is crucial in order to provide accommodations. We highly encourage to provide a copy of your letter preferably 1 week before your course starts.

Step 3: Fill out an Onsite Test Accommodation Request Form

This form is required to be submitted for each course in which you request to use your approved accommodations. This form can be found at: <http://www.nu.edu/sas> or by emailing accommodations@nu.edu.

Step 4: Receive Professor Approval and Submit your Onsite Test Accommodation Request Form to SAS

Option A: *A student may present a hard copy of the Onsite Test Accommodation Request Form to the professor for a wet signature. Then, the student will submit the professor-signed form via e-mail to accommodations@nu.edu or fax to 858-642-8214.*

Option B: *E-mail the completed Onsite Test Accommodation Request Form as an attachment to your professor. The professor will then submit the Onsite Test Accommodation Request Form electronically to Student Accessibility Services at accommodations@nu.edu. Students are responsible for following up with their professor should they choose this option and not receive a confirmation from SAS that the form has been received.*

Step 5: Confirm with SAS at accommodations@nu.edu at least one week before each exam/quiz.

Upon completion and submission of an onsite test accommodations request form, students will receive a confirmation once a proctor and a room have been arranged. Students are encouraged to email SAS at accommodations@nu.edu at least 1 week prior to their exam to check and confirm if test accommodations have been arranged.

Step 6: On the day of your exam, arrive at least 10 minutes early and check in with the center assistant to learn of the room location. *Please read page 4 for more policies regarding late or make up exams.*

The Onsite Test Accommodation Request Form with professor approval is required to be submitted to SAS at least 5 business days prior to each exam.

ONSITE TEST ACCOMMODATIONS: Instructor Responsibility

Students who request test accommodations (e.g., extended testing time) should provide a copy of his/her Accommodation Letter to their professor or record. Should a student inform you that he/she has been approved for test accommodations, request the Accommodation Letter¹ (electronic or hard copy) from the student.

Please verify that testing accommodations are approved on the student's Accommodation Letter. Review that all information, such as exam/quiz date, standard length of time², and start time³, are correct on the Onsite Test Accommodation Request Form.

There are two options to provide professor approval.

Option A: *If the student has emailed the electronic Onsite Test Accommodation Request Form as an attachment to you, click the submit button to email the form to Student Accessibility Services directly, or email the form directly to accommodations@nu.edu.*

Option B: *If the student provides you with a hard copy of the Onsite Test Accommodation Request Form, please provide your wet signature and immediately scan or provide the signed form to the student. The student is then responsible to submit the form to Student Accessibility Services via e-mail to accommodations@nu.edu or fax to 858-642-8214.*

The onsite test accommodation request form with your professor approval is required to be submitted to accommodations@nu.edu at least 5 business days before the exam.

Method of Exam Delivery-Instructor Responsibility

Instructors should submit exam, any exam instructions, and exam login or access codes at least 24 hours before the scheduled proctored test accommodation time. There are three ways to submit the exam to allow it to be administered by Student Accessibility Services.

Option One: Provide the hard copy exam in an envelope to the appropriate Center Assistant(s).

Option Two: E-mail the exam to accommodations@nu.edu at least 24 business hours before the exam is scheduled.

Option Three: If the exam is to be completed on the computer, please verify the exam is viewable within the classroom and provide the password to accommodations@nu.edu at least 24 business hours before the scheduled exam.

If these delivery methods are not possible, or have any questions about onsite test accommodation requests, please contact Student Accessibility Services at accommodations@nu.edu or (858)642-8069 to discuss alternative options.

¹**Accommodation Letter:** The Accommodation Letter is not the general message sent to instructors via the message center. Rather, the Accommodation Letter is on National University letterhead, is individualized, and outlines the approved curriculum accommodations for the specific student. It is the students' responsibility to present the letter, via e-mail or hard copy, to the professor should he/she wish to use their approved accommodations.

²**Standard Length of Time:** This is the amount of time allotted for the class to complete their quiz/exam.

³**Start Time:** This refers to the time schedule for the class to begin the exam.

Testing Policies and Procedures

Timely Notice

In order to arrange a proctor and a separate room for onsite test accommodations, timely notice is required. The onsite test accommodation request form with professor approval is required to be submitted to SAS at least 5 business days before each exam. Please check in with SAS at accommodations@nu.edu should you not receive a confirmation that your request form has been received.

Rescheduling Exams

Rescheduling an exam can only be done with professor approval. Students seeking to reschedule an exam should first obtain approval for the rescheduled date/time from the professor and submit a new Onsite Test Accommodation Request Form to accommodations@nu.edu. Student Accessibility Services will proceed with securing a proctor/testing room only after it receives the professor-approved rescheduled date/time. All requests for rescheduled exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Make-up exams follow the policy as indicated on the individual course syllabus. Students needing to change or cancel an exam due to illness or an emergency must contact the Academic Accommodations Coordinator at (858) 642-8069 or accommodations@nu.edu as soon as possible. Students will also need to notify the professor to request an alternate date/time to take the exam and complete a new Onsite Test Accommodation Request Form for the make-up exam. All requests for make-up exams are required to be submitted at least five business days before the rescheduled quiz/exam.

Test Location and Delivery Method

Exams administered through Student Accessibility Services are offered in the same building the class is held, unless otherwise noted. Instructors should submit exams to the appropriate Center Assistant at least 24 hours before the scheduled proctoring time, or directly to the student and proctor. If these delivery methods are not possible, please contact Student Accessibility Services to discuss alternative options.

If Student Accessibility Services is late in obtaining an exam or a professor is late in dropping off an exam, students will receive the full allotted time, if possible. Depending on the amount of time lapsed; students may need to reschedule the exam.

Note: All rescheduling requests must be approved by the instructor before a new date and/or time is issued by Student Accessibility Services.

Scheduled Day and Time

Student Accessibility Services oversees the administration of exams with accommodations Mondays through Saturdays. Students using test accommodations are responsible for taking their exams at the same time as the professor schedules the class exam. However, there may be times when the extended time causes a scheduling conflict and a student must take the exam at a different time or on a different day.

Punctuality

Students must arrive to the arranged testing site at least ten minutes prior to the scheduled exam time. Deviation from the schedule may cause disruption to other students using accommodations. Instructors would not allow late arrivals for an exam or quiz in class; the same courtesy applies to Student Accessibility Services.

Late Arrival

Exam time begins promptly as scheduled. If the student has not arrived at the testing location within five minutes of the scheduled time (according to the clock in the testing location or in the proctor's possession), he/she will not be allowed to test and will be required to follow up with SAS at accommodations@nu.edu or (858)642-8069 right away.

Should a disability-related late arrival occur, the student may: **1)** Need to reschedule the exam for an alternate date/time or **2)** Will have the remaining time to complete the exam that day; the Academic Accommodations Coordinator will make the final decision in consultation with the instructor of record.

All disability-related reasons for late arrivals should be brought to the Academic Accommodations Coordinator. If it is determined that the exam needs to be rescheduled for an alternate date/time, it is the student's responsibility to first communicate with his/her instructor to reschedule the exam. Make-up exams follow the policy as indicated on the individual course syllabus.

No Shows

In order to remain eligible for onsite test accommodations through Student Accessibility Services, it is the student's responsibility to notify the office of cancellations as soon as possible, but at least 24 hours in advance by e-mailing accommodations@nu.edu. After the first no show, students will receive a written warning and reminder of the student's responsibility surrounding test accommodation practices and requirements. The second no show incident, with failure to notify Student Accessibility Services with at least 24 hours advance notice, may result in the temporary suspension of onsite test accommodation services. In order to reinstate services, students will be required to meet with the Director, Student Services and ADA Specialist, to have their situation evaluated.

Student and professors, please contact SAS at accommodations@nu.edu or 858.642.8069 for any questions.

Directions for Opening/Saving the Onsite Test Accommodation Request Form

Steps for PC Users

Go to our website at <http://www.nu.edu/sas> and locate the Onsite Test Accommodation Request Form. The link will open up in a new tab.

1. To access the fillable, electronic Onsite Test Accommodation Request Form, open the form and save it on your computer, using file, then save as (or right click and save as).
2. Reopen the form (from where it has been saved) to fill in the spaces provided. Save the completed form by file, save as.
3. E-mail the saved and completed form (Part A completed by the student) to your professor as an attachment.

In order to access and complete the fillable, electronic Onsite Test Accommodation Request Form using a PC, a PDF reader, such as Adobe, is needed. This software may be downloaded for free at www.adobe.com. If you do not have a PDF reader and are using a Windows computer, the form will not be viewable until a compatible PDF reader is downloaded.

Steps for MAC Users

Go to our website at <http://www.nu.edu/sas> and locate the Onsite Test Accommodation Request Form.

Open the fillable, electronic Onsite Test Accommodations Request Form (PDF). In the right hand corner select the button "Open in different viewer," then select "open with Adobe Acrobat Pro."

Begin typing the information in the spaces provided. *(If you are unable to type in the spaces provided, download the file, then save the file on your computer. Then, reopen the saved file, and begin typing.)*

Save the PDF document when completed to your computer. If you want to make any edits in the saved PDF document, do the following:

Reopen the saved PDF document; Make any edits needed; Use the drop bar File, Save As, PDF. A visual example guiding a user through saving an edited PDF document is provided below. The electronic document is now ready to be saved as an attachment and e-mailed to your professor.

Preview of Onsite Test Accommodation Request Form

To receive a copy of this form, visit www.nu.edu/sas or email accommodations@nu.edu.



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ONSITE TEST ACCOMMODATION REQUEST

Important Information: Complete this form within the first three days of each course/term. Requests after this date will still be accepted, however, accommodating the specific date/time may not be met. This form needs to be completed for onsite (NOT ONLINE) exams only.

PART A: STUDENT RESPONSIBILITY

STUDENT: COMPLETE PART A AND HAVE PART B COMPLETED BY OBTAINING THE PROFESSOR'S SIGNATURE AND RETURN TO [ACCOMMODATIONS@NU.EDU](mailto:accommodations@nu.edu) OR FAX OR EMAIL FORM AS AN ATTACHMENT TO PROFESSOR TO SUBMIT ELECTRONICALLY.

Student Name: _____ ID#: _____ Course # (e.g., BIO 100): _____

Exam 1 Date: _____ Start Time: _____ Standard length of time for exam: _____

Check if ATI Exam

Exam 2 Date: _____ Start Time: _____ Standard length of time for exam: _____

Check if ATI Exam

Exam 3 Date: _____ Start Time: _____ Standard length of time for exam: _____

Check if ATI Exam

Exam 4 Date: _____ Start Time: _____ Standard length of time for exam: _____

Check if ATI Exam

Your exam will occur at the same location as your class. Instructor (e.g., Professor Bob Smith): _____

Test Accommodations: Select your approved extended time amount as listed on your Accommodation Letter

1.5x 2x

Other Test Accommodations: _____

PART B: INSTRUCTOR RESPONSIBILITY

INSTRUCTOR: SUBMIT ELECTRONICALLY OR SIGN AND GIVE TO STUDENT TO FAX/SCAN TO THE STUDENT ACCESSIBILITY SERVICES

Submit Via Email

Please confirm the above information and press submit to e-mail this form to Student Accessibility Services for processing, to indicate that you, as the professor of record, agree to the information included in PART A of this form.

OR

PROFESSOR SIGNATURE: Your original signature below indicates that you, as the professor of record, agree to the information included in PART A of this form. Provide the signed form to the student to allow him/ her scan and e-mail (accommodations@nu.edu) or fax (858) 624-8214 this signed form to Student Accessibility Services for processing.

Professor Signature: _____ Date: _____

COMPLETED FORM IS DUE FIVE BUSINESS DAYS BEFORE EACH QUIZ/EXAM DATE.

QUESTIONS?

Please contact accommodations@nu.edu or schedule an appointment via the online scheduling tool at <http://meetme.so/nutesting> for any questions or concerns regarding test accommodations.