

Middle Georgia State University – SPRING 2020

Guidelines for Accommodated Testing during Physical Campus Closures

Who can I contact with questions about accommodations?

For Cochran, Dublin, Eastman campuses:

Allen Chastain, Director of Accessibility Services (allen.chastain@mga.edu)

For Macon, Warner Robins campuses:

Keila Paster, Disability Specialist (keila.paster@mga.edu)

Alternate Contact:

Diane Goodman, Director of Testing (diane.goodman@mga.edu)

STUDENT FAQs:

I receive accommodations for testing, but our classes have moved online. How do I receive my accommodations now?

First, contact your instructor. Find out if he/she has a plan in place for your accommodations. If you have questions about your accommodations, or your professor needs assistance, contact Accessibility Services for your campus using the information at the top of this page.

I'm supposed to receive accommodations, but my instructor is not letting me use them.

Your instructor may not have the necessary documentation to provide your accommodations or the instructor may need additional support to accommodate you. Please contact Accessibility Services for your campus using the information at the top of this page.

I'm supposed to have a quiet/private room to test, but now our classes have moved online. How do I utilize this accommodation?

Due to the nature of remote testing, Accessibility Services will not be able to control your home environment for exams given remotely. Use the following tips for remote test taking, and

contact Accessibility Services if you feel your environment is preventing you from being successful on your exams:

- If possible, set up your test environment away from common areas in your home to minimize foot traffic near you.
- Communicate to others in your home when testing will begin and end.
- Utilize ear plugs.
- Think about things that may interrupt you in advance and try to plan ahead. Are you expecting an important call? Will someone else arrive or depart while you're testing?

I'm supposed to receive accommodations, but my instructor says that he/she does not have documentation.

Contact Accessibility Services for your campus using the information at the top of this page.

INSTRUCTOR FAQs:

My student normally tests at the Testing Center, how do I accommodate him/her now?

The majority of accommodated students receive additional time and a private/quiet room to complete exams. If you transition to online testing, please move forward to accommodate these students by adjusting the time limit in your online exam environment (i.e. increasing a D2L exam from 60 minutes to 90 minutes for a student that receives the testing accommodation of *Time + 1/2*).

I've received documentation for student accommodations, but I'm unclear on how I should proceed.

If you can reasonably accommodate your student on your own, move forward and provide the accommodations for the student. If you do not know how to provide accommodations, or are unclear on the meaning of the accommodations, please contact Accessibility Services for your campus using the information at the top of this page.

I have a student in my class with accommodations that I cannot meet on my own. What should I do?

If you plan to administer an exam for a student that requires accommodations that you cannot meet within reason, please contact Accessibility Services for your campus, using the

information at the top of this page. We will help you address these issues on a case by case basis to support both you and the student.

My student has an accommodation for extra time during exams. Is it okay to set the time to unlimited?

It would be appropriate to give an accommodated student unlimited time only if your entire class receives unlimited time. Otherwise, in order to maintain a fair testing environment, you must follow the accommodations that the student has been given and only allow the additional time listed in the documentation. If you have a unique situation or questions about how to accommodate a student, please contact Accessibility Services for your campus using the information at the top of this page.

I'm trying to give my accommodated student additional time in D2L, but I'm having issues or I have questions.

For technical questions regarding settings in D2L: ats@mga.edu

For questions regarding the accommodations assigned to the student: Contact Accessibility Services for your campus using the information at the top of this page.

I need to accommodate a student in my class per the documentation I received from Accessibility Services. Do I need approval to accommodate this student?

As long as you are providing testing accommodations that follow the documentation you previously received from Accessibility Services related to that student, you do NOT need permission from Accessibility Services. For example, a student that receives the accommodation of *Time + 1/2* may be given the additional time by the instructor and without any further approval by Accessibility Services.

A student is asking me for accommodations, but I have not received any documentation from Accessibility Services.

For a student to be given academic accommodations, Accessibility Services must have proper documentation on file. Please do not allow accommodations for which you have not received documentation. If you have any questions regarding documentation, please contact Accessibility Services for your campus using the information at the top of this page.

I have an accommodated student in my class that does not have the technology or internet access required for my exams.

If an accommodated student lacks the technology or internet access required for your exam(s), please contact Accessibility Services for your campus using the information at the top of this page.

I'm trying to accommodate a student in my class. What do the testing accommodations mean?

- *Time + 1/2*: This student is allowed an additional 50% of the in-class testing time to complete the exam. A student with this accommodation would receive 90 minutes for a 60-minute exam.
- *Time x 2*: This student is allowed an additional 100% of the in-class testing time to complete the exam. A student with this accommodation would receive 120 minutes for a 60-minute exam.
- *Quiet or Private Room*: Due to physical campus closures and courses moving online, students will be testing remotely (i.e. at home) and this accommodation cannot be reasonably met. If a student shares that his or her testing environment is preventing success, please contact Accessibility Services for your campus using the information at the top of this page.
- *Formula Sheet*: Please continue to provide a formula sheet as appropriate for students utilizing this requirement.
- *Reader*: For students with this type of accommodation, please contact Accessibility Services for your campus using the information at the top of this page.

These are some of the most common accommodations, but there may be others not listed here. For answers to any additional questions, please contact Accessibility Services for your campus using the information at the top of this page.