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Procedure Name

ADA Accommodation Testing Procedures

Purpose and Scope

This Procedure defines the steps necessary for scheduling and rescheduling exams, taking exams, delivery and submission of exams, testing accommodations, and guidelines for Memory Cue Cards (if permitted by faculty).

Responsibilities

Title or Role	Definition and What They are Responsible For
Student	Facilitating accommodations in accordance with this procedure
Office of Accessibility Services	Approves or denies accommodations.

Procedure

Scheduling Exams

To schedule an exam with Accessibility Services, students must submit a request for testing using the Testing Accommodation Request Form online at least **THREE (3) FULL WORKING DAYS** prior to the requested exam date. Testing times are Monday through Friday 8:00 AM to 4:30 PM.

For exams scheduled on...	Testing requests must be received by...
Monday	The previous Wednesday
Tuesday	The previous Thursday
Wednesday	The previous Friday
Thursday	Monday of the same week of the exam
Friday	Tuesday of the same week of the exam

Each section of the Testing Accommodation Request Forms must be completed (including the instructor section) before a test will be scheduled.

Taking the Exam

- Arrive on time just as you would if you were taking the test in your classroom.
- Only items indicated by the professor on the testing request form will be permitted in the testing room--personal items are not allowed.
- Students should take restroom breaks before the exam has begun, as no breaks will be allowed unless breaks are an approved accommodation.
- No cheating or disruptive behavior. Students exhibiting such behavior will be asked to leave immediately.
- Please note that all exams are monitored by camera.

Rescheduling Exam/Missed Exams

Students are responsible for notifying Accessibility Services staff and their professor if an exam is to be missed for any reason. Arrangements to reschedule the exam must be discussed with the faculty member directly. Faculty must then email Accessibility Services to confirm permission for a student to reschedule a missed exam.

Delivering and Returning Accommodated Exams

Accessibility Services must receive exams from the faculty member no later than the day before (Monday-Friday) the scheduled test date, unless the faculty member indicates on the request form that the student will bring the exam with them to their testing appointment. Monday morning exams should be delivered to the Accessibility Services office before 5:00 PM Friday.

Accessibility Services will not use interoffice mail for delivery or return of exams.

The following options are available for exam delivery:

- Hand delivery to OAS by faculty
- Email to: Accessibility.services@alvernia.edu
- By student in a sealed envelope

The following options are available for exam return to faculty:

- Scanned and sent by email to faculty's Alvernia email address
- Delivered by student in a sealed envelope
- Pick up by faculty during OAS hours of operation.

TESTING ACCOMMODATIONS AND MEMORY CUE CARDS

Memory Cue Cards for Exams have been approved as an academic accommodation.

The contents of a cue sheet are at the instructor's discretion and should not run contrary to the essential requirements of the course. Only the professor can determine whether a cue sheet compromises the integrity of the course. A cue sheet should not contain a synopsis of course material, but rather mnemonics (a device such as a pattern of letters, ideas, or associations that assists in recalling information) and formulas that would enable the student to solve the problem.

If the purpose of a test is to determine whether or not the student knows specific definitions, having those words or definitions on a cue sheet would make it an answer sheet and therefore, not acceptable. If the definitions were written but not connected to the terms to be defined in any way, this may be allowable, since it will trigger the student's memory of the correct term. The ideal cue sheet would most likely make little sense to anyone but that specific student.

If remembering the information on the cue sheet is deemed to be an essential learning objective or outcome of the course, it should not be allowed. For example, if the learning objective or outcome of the course is to know the formula, it should not be allowed on the cue sheet; however, if the learning objective or outcome of the course is to demonstrate the ability to apply the formula, then it could be allowed on the cue sheet.

Please refer to the following instructions:

1. **Cue sheets must be reviewed and approved by the instructor** since the instructor decides the learning objectives or essential requirements of the course. Instructors can choose to remove memory triggers that are deemed to be essential learning objectives for the course. Note: It is understood that some courses do not lend themselves to the use of cue sheets. **The cue sheet must be submitted to the professor for review at least 2 days prior to the exam. The cue card must accompany the exam from the professor and may not be brought to the testing room by the student.**

Once a student has been approved for a cue sheet by OAS, the accommodation will be included in the student's accommodation letter.

Instructors: Please ensure that the letter is current (i.e., the letter will note the current semester). Accommodation letters from previous semesters are not valid. Please review the student's semester accommodation letter. Contact the OAS office if you have concerns about the cue sheet's use and the course's essential requirements.

Please indicate approval of a cue sheet on the OAS Test Request Form. For each exam, the student prepares a cue sheet that is no larger than one page, single-sided, 8" x 11.5" page, handwritten or 12 size font type, double spaced. An index card may be used instead, at the discretion of the instructor. Please note: A student with a visual impairment may need a larger cue sheet with the same number of characters in a larger font.

Students: OAS recommends that you discuss your accommodations with each of your instructors.

2. For each exam requiring a cue sheet, the student will complete an OAS Test Request form according to OAS guidelines
3. The student provides the cue sheet for editing and final approval, at least 5 business days prior to the test/exam, to the instructor. This means the student will contact the instructor well before the exam to confirm the due date for the cue sheet.
4. At least five (3) business days prior to the test/exam, the instructor reviews the student's cue sheet and chooses one of the following options:
 - a. Approve the cue sheet "as is" or
 - b. Remove (if handwritten: delete, scratch out, or black out with a marker; if in a Word document: delete) information that the instructor has deemed inappropriate. If an item on the cue sheets provides a complete answer, rather than a trigger for an answer, the item must be removed.
 - c. Disallow the cue sheet entirely because the memory triggers on it are deemed essential criteria or learning objectives for the course.
5. If the cue sheet is approved by the instructor, the instructor signs the cue sheet and submits it along with the student's test directly to the Office of Accessibility Services three (3) days prior to the date of the test/exam.
6. Only the mutually agreed upon cue sheet will be allowed in the test/exam at OAS. Students cannot bring other course materials into the OAS testing room unless previously approved by the instructor (as noted on the OAS Test Request Form).
7. If the student arrives at OAS to test with a cue sheet not approved by the instructor, the cue sheet is not allowed. OAS staff will not contact the instructor on the student's behalf to request approval for a cue sheet. This is the responsibility of the student.

Once the student completes the exam at OAS, the test and the cue sheet will be returned to the instructor.

Approved versions of this Procedure will be posted on MyAlvernia.

Exceptions to Procedure

Exceptions to this procedure must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this procedure.

References

N/A

Related Policies

[4.1060 Accommodations under the ADA](#)

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
6/4/2024	Initial Draft