

Office of Disability Services

Out-of-Classroom Testing Resources for Students with Accommodations at SLU-Madrid

Providing accommodations for students with officially identified disabilities is the responsibility of the instructor. While SLU-Madrid has no formal testing center, the study rooms in the San Ignacio Hall Library are available for this purpose. To provide equity and inclusion, faculty should make every attempt to facilitate the accommodation in the classroom or the department and not by default in the Library. This also allows for students to ask questions or raise issues directly with their professors. In some cases, however, students eligible for accommodations will require a private setting or one with minimum distractions. Below is information for instructors and staff for coordinating out-of-classroom testing.

Information for Instructors

- The Counseling Center will notify the instructor when a student has received approval for academic accommodations; this notification will include the type of accommodation approved (extra time, private room, etc.).
- Students are required to approach their instructors at least one week in advance to request and arrange for their accommodation, including out-of-class testing.
- The instructor, not the student, is responsible for contacting the Advising Office or Library by email at least two days in advance prior to the exam. The email should include the following information:
 - The name of the student
 - The name of the course
 - The name of the instructor
 - The date and time of the exam
 - The cellphone number of the instructor
 - When the exam will be delivered to the library
 - Detailed instructions related to the exam (materials, length of exam time, etc.)
- The study rooms are available Monday through Friday from 9:00 a.m. to 7:00 p.m.; exams cannot be scheduled outside normal library staff hours. When possible during the regular term, it is best schedule exam on Friday afternoons (between 2:00 p.m. and 6:00 p.m.).
- Faculty, whenever possible, should deliver a printed copy of the exam to library or advising staff.
- Faculty should discuss with the student how to handle questions that may arise during the exam; staff will not answer questions beyond those related to the instructions provided by the instructor.

- Due to limited space, late reservations will be considered only if they are received 48 hours before an exam. Advising and library staff are not able to accommodate reservation requests within the same day of the exam. It is the responsibility of the instructor to accommodate his/her student when a reservation cannot be secured.
- All changes/modifications (adding students, etc.) to requests must be completed no later than 24 hours before an approved reservation.
- Students arriving late may not have his/her exam time extended: space is limited.
- Faculty should collect the completed exam from the library within 24 hours.

Procedures for Library/Advising Staff

- The staff member will ask the student to store all personal items (cell phones, books, etc.) not needed for the test in the coin-operated lockers (one euro coins) on the ground floor of San Ignacio Hall. Library staff cannot be responsible for storing student items.
- The staff member will set the student up in the examination room, confirming that no personal items (cell phones, books, etc.) are brought into the exam room. The student may not use any written notes, textbooks, calculators, etc., while taking the examination, unless otherwise specified by the instructor in the examination instructions, which are sent with each examination.
- The staff member will post a sign on the examination room door to ensure that there are no interruptions. If the staff member's workload permits, the staff member will periodically check on the student during the exam.
- The staff member will enforce any time limitations imposed by the instructor on the examination instructions.
- Students will be required to use the restroom, if necessary, before beginning the exam. Staff members will report to the instructor if the student leaves the examination room for any reason.
- The staff member will ensure that the student does not have access to the examination before or after the scheduled testing time; nor will the student be permitted to make copies of the examination before or after it is taken.
- If the staff member suspects any violation of the SLU-Madrid's academic integrity policy, he/she will communicate it to the faculty member.

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