

Office of Disability Services

Suggestions for Providing Academic Accommodations for Students

1. Announce at the beginning of the term and in advance of major exams that students eligible for testing accommodations must inform professors at least one week prior to the exam so that appropriate arrangements can be made (two weeks is actually preferable!).
2. Professors must play an active role to ensure that SLU-Madrid classes and programs are accessible to all students. Students should take the initiative to approach you, but you will need to help him or her out with logistics. You must make every effort to protect the privacy of the student with disabilities by not drawing attention to the accommodation or disclosing to other students that a particular student has a disability. Please be especially careful not to say or imply that accommodations are a special privilege or an inconvenience.
3. Schedule quizzes and exams on days that coincide with your office hours or during a time period when you usually work in your office so that the student can take an exam under your supervision, either in your office or nearby in one of the areas designed for meeting students.
4. For students who have not requested a separate/quiet testing environment, arrange the testing so that the student may take the exam in or near your office either before or after your class. For example, the student may begin an exam in your office and then accompany you to the classroom to complete it with the rest of the class.
5. Ask a colleague to help out. Professors in the same department can share the responsibility of supervising an exam in or near their offices during their office hours. Similarly, the student may be able to start or complete an exam in a classroom in which another professor is giving an exam.
6. Students receiving academic accommodations relating to exams (e.g., extended time and/or a quiet testing environment outside of the classroom) may take the exam in one of the individual study rooms located in the Library. This must be arranged one week in advance between the student and the course instructor, in coordination with Library Director, Dr. Sara Pérez. The exam must take place during regular library hours (Monday-Friday, 9:00-18:00). The instructor must provide Dr. Pérez a paper-copy of the exam as well as specific instructions, including but not limited to: the name of the student, time allotted for the exam, and a list of any materials permitted in the exam room (e.g., calculator, notes, etc.). The student will not be allowed to bring any

personal belongings into the examination room (e.g., purse, backpack, cell phone, papers of any kind, etc.) unless previously specified by the professor in the written instructions. Students may leave their personal belongings in the lockers on the ground floor of San Ignacio Hall prior to the exam.

7. In addition to the library, Professors may have access to various work spaces near the Director's office as well as in the new offices created at San Ignacio Hall (an extra desk at Career Services, Academic Advising, and the Counseling Center/Disability Office). The Conference Room is also available.
8. When the exams are completed, the Professor is responsible for picking up their exam in 24/48 hours.
9. If you are unable to schedule or meet a student's request for accommodations, please contact Eduardo Fernandez-Cruz in the Disability Office for assistance (disabilityservices-madrid@slu.edu), which is on the third floor of San Ignacio Hall.