## ASAC Resource Guide: How to Implement ASAC Exam Accommodations Fall 2020

Below is a guide for professors to aid in implementing exam accommodations approved by the ASAC. We highly recommend administering a practice assessment early in the semester so all students in the course can become familiar with taking exams on Canvas, Blackboard, or the platform you will be using for assessments.

We are always happy to consult on any questions or issues; we can be reached at <u>exams@american.edu</u> or by calling 202.885.3360 if you want to make a phone/zoom appointment. We will also be holding office hours on Zoom for faculty to drop-in and ask questions about exam accommodation implementation on starting August 31<sup>st</sup>:

Mondays at 1pm: Zoom Meeting ID – 922 6953 1024 / Passcode – 552661

Thursdays at 2pm: Zoom Meeting ID - 927 5598 9010 / Passcode - 456969

Please visit our website for updates and other resources: ASAC Exams

Accommodations as	How to Implement Exam with the Corresponding
<b>Described in Letters</b>	Accommodation
Extended time on in-class timed assessments (extended time will	Extend the time appropriately using the Blackboard or Canvas features.
be specified, i.e. 1.25X/1.5X/2.0X)	Click one of the following for help: Blackboard Tutorial Canvas Tutorial
	Blackboard Video Canvas Video
For every hour of assessment time, the student should be	Extend exam time as directed.
provided with break time up to <u>(X</u> minutes.)	For example, if break time is up to 10 minutes per hour and exam is 2.5 hours, extend total time by 25 minutes. If you need
	assistance with other calculations, please email us
	at <u>exams@american.edu</u> .
	Please note: Some students need to step away from the testing area during breaks due disability needs. Please speak with students about expectations and feel free to reach out to the students' Disability Access Advisor to talk through any inquiries you have.
Reduced Distraction Space for in- class assessments	Students will self-accommodate appropriately.
Private room for in-class times assessments	Students will self-accommodate appropriately.
Use of a computer for in-class timed writing assessments	Student will be using their own computers.
-Use of a simple function	If using a video monitoring system, student can display calculator
calculator for exams and quizzes	on screen to assure correct calculator is being used.
-Use of a scientific calculator for	
exams and quizzes	Assessments on Blackboard are not compatible with the software
Use of Assistive technology for assessments: Speech-to-Text	Assessments on Blackboard are <i>not</i> compatible with the software many of our students use to take exams. A commonly used,
Software	alternative format it to send students a PDF copy of the exam;
Solution	answers are returned in a Word Document. For
	questions/guidance, please contact us.

Use of Assistive technology for assessments: Text-to-Speech SoftwareAssessments on Blackboard are not compatible with the software many of our students use to take exams. A commonly used, alternative format it to send students a PDF copy of the exam; answers are returned in a Word Document. For questions/guidance, please contact us.Use of Assistive technology for assessments: Screen Reading SoftwareRespondus lockdown is compatible with VoiceOver (mac users) and MW-Windows Narrator (Windows users.)Use of Assistive technology for assessments: Screen Magnification SoftwareStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing AccommodationsWhile this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.*All other accommodationsPlease contact us at exams@american.edu for assistance<		
Softwarealternative format it to send students a PDF copy of the exam; answers are returned in a Word Document. For questions/guidance, please contact us.Use of Assistive technology for assessments: Screen Reading SoftwareRespondus lockdown is compatible with VoiceOver (mac users) and MW-Windows Narrator (Windows users.)Use of Assistive technology for assessments: Screen Magnification SoftwareStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsStudents will self-accommodate appropriately.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Use of Assistive technology for	Assessments on Blackboard are <i>not</i> compatible with the software
answers are returned in a Word Document. For questions/guidance, please contact us.Use of Assistive technology for assessments: Screen Reading SoftwareRespondus lockdown is compatible with VoiceOver (mac users) and MW-Windows Narrator (Windows users.)Use of Assistive technology for assessments: Screen Reading SoftwareStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsStudents will self-accommodate appropriately.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	assessments: Text-to-Speech	many of our students use to take exams. A commonly used,
Image: construction of the second s	Software	alternative format it to send students a PDF copy of the exam;
Use of Assistive technology for assessments: Screen Reading SoftwareRespondus lockdown is compatible with VoiceOver (mac users) and MW-Windows Narrator (Windows users.)Use of Assistive technology for assessments: Screen Magnification SoftwareStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.		answers are returned in a Word Document. For
assessments: Screen Reading SoftwareMW-Windows Narrator (Windows users.)Use of Assistive technology for assessments: ScreenStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.		questions/guidance, please contact us.
SoftwareUse of Assistive technology for assessments: ScreenStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Use of Assistive technology for	Respondus lockdown is compatible with VoiceOver (mac users) and
Use of Assistive technology for assessments: Screen Magnification SoftwareStudents are aware of how to magnify their screens using Blackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	assessments: Screen Reading	MW-Windows Narrator (Windows users.)
assessments: Screen Magnification SoftwareBlackboard, Canvas and other computer software. Other software may exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Software	
Magnification Softwaremay exist that is not compatible. Please contact us for support.Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Use of Assistive technology for	Students are aware of how to magnify their screens using
Permission to have access to food/drinks during assessmentsAs described.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	assessments: Screen	Blackboard, Canvas and other computer software. Other software
food/drinks during assessmentsStudents will self-accommodate appropriately.Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Magnification Software	may exist that is not compatible. Please contact us for support.
Opportunity to adjust lighting in the exam roomStudents will self-accommodate appropriately.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Permission to have access to	As described.
the exam roomAs described.Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	food/drinks during assessments	
Opportunity to discuss use of a formula sheet if it does not compromise the integrity of the assessment.As described.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Opportunity to adjust lighting in	Students will self-accommodate appropriately.
formula sheet if it does not compromise the integrity of the assessment.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	the exam room	
compromise the integrity of the assessment.Professor and student should have a discussion regarding what should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Opportunity to discuss use of a	As described.
assessment.should be on the formula sheet. ASAC is happy to be a part of this discussion.No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	formula sheet if it does not	
Image: constraint of the second sec	compromise the integrity of the	Professor and student should have a discussion regarding what
No Scantron or bubble sheets (if a scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).While this accommodation is not applicable during online testing, please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	assessment.	should be on the formula sheet. ASAC is happy to be a part of
scantron is essential for grading, specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).please call the ASAC if there are any issues with this.Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.		this discussion.
specific instructions should be provided through the ASAC's online Testing Accommodations Request Form).Second and a second a se	No Scantron or bubble sheets (if a	While this accommodation is not applicable during online testing,
provided through the ASAC's online Testing Accommodations Request Form).Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	scantron is essential for grading,	please call the ASAC if there are any issues with this.
online Testing Accommodations Request Form).Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	specific instructions should be	
Request Form).Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	provided through the ASAC's	
Permission to periodically use phone and/or medical monitoring system during assessments.Student should be allowed to keep their phone or medical monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	online Testing Accommodations	
phone and/or medical monitoring system during assessments.monitoring system close to them and address medical issues as needed. We highly recommend a conversation regarding expectations.	Request Form).	
system during assessments. needed. We highly recommend a conversation regarding expectations.	Permission to periodically use	Student should be allowed to keep their phone or medical
expectations.	phone and/or medical monitoring	monitoring system close to them and address medical issues as
	system during assessments.	needed. We highly recommend a conversation regarding
*All other accommodations Please contact us at exams@american.edu for assistance		expectations.
	*All other accommodations	Please contact us at <a href="mailto:exams@american.edu">exams@american.edu</a> for assistance