

## 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 [exams@american.edu](mailto:exams@american.edu) 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](#)

<u>Accommodations as Described in Letters</u>	<u>How to Implement Exam with the Corresponding Accommodation</u>
Extended time on in-class timed assessments ( <i>extended time will be specified, i.e. 1.25X/1.5X/2.0X</i> )	Extend the time appropriately using the Blackboard or Canvas features. Click one of the following for help: <a href="#">Blackboard Tutorial</a> <a href="#">Canvas Tutorial</a> <a href="#">Blackboard Video</a> <a href="#">Canvas Video</a>
For every hour of assessment time, the student should be provided with break time up to ( <i>X minutes.</i> )	Extend exam time as directed.  <i>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 <a href="mailto:exams@american.edu">exams@american.edu</a>.</i>  <i>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.</i>
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 calculator for exams and quizzes -Use of a scientific calculator for exams and quizzes	If using a video monitoring system, student can display calculator on screen to assure correct calculator is being used.
Use of Assistive technology for assessments: Speech-to-Text Software	Assessments on Blackboard are <b>not</b> 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: Text-to-Speech Software	Assessments on Blackboard are <i>not</i> compatible with the software many of our students use to take exams. A commonly used, alternative format is 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 Software	Respondus lockdown is compatible with VoiceOver (mac users) and MW-Windows Narrator (Windows users.)
Use of Assistive technology for assessments: Screen Magnification Software	Students 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 assessments	As described.
Opportunity to adjust lighting in the exam room	Students 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.
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.
*All other accommodations	Please contact us at <a href="mailto:exams@american.edu">exams@american.edu</a> for assistance