

Exam Accommodations Center (EAC) Policies and Procedures

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Instructor Policies & Procedures

Student Eligibility

- Only students with approved accommodations *not supported in a standard exam setting* may be referred to the EAC.
- All students must be **listed by name** on the EAC referral form.
- Instructors are **legally responsible** for ensuring accommodations are provided through proper EAC procedures or within their department.

Referrals

Referral Submission Guidelines

- Referrals must be submitted **at least 7 days before** the exam date to ensure adequate scheduling time for students.
- Students **cannot schedule** their exam until the referral has been **approved** by the EAC.
- All referrals must be submitted through **EAC RegisterBlast**, *not* the general CELT Testing Center system.
- **Multiple sections** may be included on one referral **only if** they are part of the **same Canvas course**. Otherwise, separate referrals must be submitted.
- One referral may include **multiple students** from the same course. For students in different Canvas courses, separate referrals must be submitted.
- **Early referrals are encouraged** and can be updated throughout the semester.
- Past referrals can be **cloned** for easier submission of new ones.

Tips for Successful Referrals

- Exam names must follow this format:
 - **Course Code – Exam Name**
 - *Example: BIOL 101 – Exam #1*
- Exams **may not be open for more than 5 days**.
- **Start times must be scheduled on the hour or half-hour only**.
- Your selected **time restrictions must allow enough time** for extended time accommodations (1.5x or 2x) to be completed. Extended time is applied only after a student schedules or begins the exam.
- Referrals **will be rejected** and returned for editing if they do not follow these guidelines.

Written Exam Procedures

- Written exams must be uploaded to RegisterBlast **by 4:00 PM the day before** the scheduled exam.

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- The EAC will send reminder emails to instructors if an exam has not been received.
- If the exam is not received by the scheduled start time, the EAC will attempt to contact the instructor or department.
- Students will be held for **15 minutes** while the exam is located. If the exam cannot be found, the student may leave, and the **instructor is responsible for rescheduling**.

Canvas Exam Procedures

- Instructors must **manually apply extended time accommodations** within Canvas. EAC staff do not have direct access to Canvas courses and cannot apply this extension.
 - RegisterBlast adjusts the **exam availability window but does not alter Canvas exam duration**.
- Instructors are responsible for correcting any issues with time extensions in Canvas.
- **Walk-ins** for Canvas exams are allowed, but seating is **not guaranteed**.
- Canvas exams may also be taken in CELT ISU Testing Centers with the following accommodations:
 - **Extended time (1.5x or 2x)**
 - **Low distraction environment**
- **Canvas Exam Passwords** must be included in the “Exam Instructions” section of the referral.

Final Exam Policies & Procedures

Finals Referrals

- Final exam referrals may be submitted **any time during the semester**.
- Referrals will begin being **approved approximately two months before finals week**.
- The final exam referral submission window **closes at 5:30 PM on the Monday of Prep Week**.

Tips for a Successful Final Exam Referral

- Exam Name must **begin with the course code** (e.g., BIOL 1010 – Final Exam).
- Select the **"FINALS" exam group** for all final exams.
 - If the exam is a final but is **not** given during finals week, select the **regular exam group**.
- To allow scheduling flexibility across blocks or days, select: **“All students must test between these dates.”**
- **Campus Mail will not be available** during finals week.

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- All **written final exam materials** must be submitted via RegisterBlast by the specified deadline.
- Visit the [EAC Finals webpage](#) each semester for updated instructions.

Student Scheduling Info for Instructors

- Students must schedule their exam through **EAC RegisterBlast after** the referral is approved.
 - **Submitting a referral does not schedule the exam.**
- **Written exams** must be scheduled **at least one business day in advance**. No same-day scheduling is allowed.
- If a student cannot find availability, instructors are **not required** to provide alternate arrangements unless they choose to.

Exam Extensions or Rescheduling

- Exams may be extended or rescheduled up to **2 business days** after the original end date, **with instructor approval**.
- To request a change, the instructor must email the EAC by **4:00 PM on the last day** of the original testing window with the following:
 - Exam Name
 - Current Exam Date
 - Requested New Date(s)
- For changes **beyond the two-day window**, a **new referral** must be submitted with updated dates.

Communication & Notifications

- Instructors will receive email notifications when:
 - A referral is submitted
 - A referral is approved
 - Written exams, notes, or scratch paper are uploaded (post-exam)
- Students will be notified when a referral is submitted, but **not** when it is approved.
 - Instructors should inform students once their referral has been approved.
- If there are any issues with the referral, the EAC will contact the instructor via an email from RegisterBlast, outlining the necessary edits. This will occur at least 24 hours after the referral has been submitted by the instructor.

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Scheduling & Check-In

1. **No Same-Day Scheduling Allowed (WRITTEN EXAMS ONLY)**
 - Exams must be scheduled at least 24 hours in advance.
 - Call or email the EAC if any issues arise.
 - Same day scheduling is allowed for **Canvas Exams ONLY**.
2. **Check-In Requirements**
 - Arrive within **15 minutes** of your scheduled start time.
 - Students arriving more than 15 minutes late may **lose exam time** or be **denied entry** at the discretion of EAC staff.
 - Exams must be completed by the end of your scheduled appointment time. If your appointment ends before your exam timer does, you are still required to stop.
 - Bring a valid **ID**; without it, you cannot take your exam.
 - Forms of acceptable ID are below:
 - Iowa State University ID card (preferred)
 - Driver's license
 - State issued identity card
 - Passport
 - Passport card
 - Military ID
 - National identification card
 - Virtual ID (Get App, etc.)
 - If a student uses an ID other than their Iowa State University ID card at check-in the student may also need to provide additional information such as University ID# or date of birth to verify identification

Testing Environment Expectations

3. **Quiet Testing Environment**

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- Keep **voices and devices quiet** to maintain a low-distraction environment.
- 4. **Electronic Devices**
 - **Phones must be on silent** and stored **outside the testing area** (unless approved by accommodations).
 - **All watches and technology (analog or digital)** must remain outside the testing area (unless approved by accommodations).
 - **Headphones/earplugs** not provided by the EAC are not allowed.
- 5. **Personal Items**
 - **Hats and hoods must be removed** before entering the testing area.
 - **Pockets must be emptied.** You must be able to carry all approved supplies in hand.
 - **Pencil cases, glasses cases, timers, bags, food, medicines, and non-clear bottles** are prohibited (unless approved by accommodations).
- 6. **Food & Drink Policy**
 - Only **clear water bottles** are allowed.
 - **No food** is permitted (unless approved by accommodations).

Allowed vs. Prohibited Items

Allowed Items:

- Clear water bottles
- Instructor-approved resources
- Approved accommodation items
- Valid ID

Prohibited Items (unless approved by instructor or accommodation):

- Cell phones, watches, tech devices
- Food and medicine
- Hats, hoods
- Pencil cases, glasses cases, bags
- Non-EAC headphones/earplugs
- Scratch paper not provided by EAC
- Smoking and Vaping are prohibited in all ISU Testing Centers

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Exam Procedures

7. Permitted Materials

- Only materials **explicitly approved by your professor** or listed in your accommodations are allowed.

8. Notes and Scratch Paper

- All notes and scratch paper will be **collected after the exam**.
 - Only scratch paper provided by the EAC will be allowed.
 - If you want to keep note sheets prepared for the exam, **scan or take pictures before your test**.

9. Leaving the Exam

- **No leaving the testing area once the exam begins**, including for bathroom breaks, unless you have an approved accommodation.

10. Starting the Exam

- As soon as you are seated, you must begin your exam prior to using your scratch paper.
 - This assists the center with keeping appointments within their designated window.

Academic Integrity/ Cheating Policy

To maintain a fair testing environment, all students must follow EAC policies during their exam. Violations of the Student Code of Conduct or any university or EAC policy may be reported to the Office of Student Conduct, the instructor of the course, and/or other interested and relevant parties.

- The EAC is monitored at all times by cameras and staff.
- Cheating of any kind will be documented and reported to your instructor and/or Student Conduct.
- Any unauthorized materials will be removed immediately. If confiscated during an exam, you may continue your exam without them if appropriate, but it will be reported.
- All incidents are documented and may affect future testing access at the EAC.

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