

Implementing Exam Accommodations

Student Accessibility Services

Iowa State University

Options for Proctoring Exams with Accommodations

As students prepare for exams, it's important to ensure their specific accommodation needs are met. Below are several options for proctoring exams that can work for both students and instructors.

Providing Accommodations Within Your Department

Instructors can provide accommodations directly by arranging a suitable location that meets the student's specific needs. It's important to secure a space that aligns with the accommodations and coordinate the details in advance.

For example, instructors might arrange for text-to-speech support by having a TA read the exam in a private room or allow a student to keep their medical device with them during the exam. If assistance is needed to brainstorm accommodation ideas, students and instructors are encouraged to contact Student Accessibility Services for support!

ISU Testing Centers

All ISU Testing Centers can accommodate Canvas exams with extended time. For this option, instructors will need to extend the Canvas exam, and RegisterBlast will automatically extend the student's appointment.

The newly renovated **Carver Hall 0060 and Hixson-Lied 2242** are available for students requiring a low-distraction environment. You can refer exams to these locations, but please note that these centers are **only equipped to handle extended time and low-distraction** settings. Additional accommodations beyond this are not supported.

Exam Accommodations Center (EAC)

The EAC is fully equipped to proctor both written and Canvas exams and can provide any type of accommodation a student requires. This is the best option for students with complex accommodation needs. If a student's needs exceed what the ISU Testing Centers can offer, please refer the exam to the EAC or consider providing accommodations within your department.

Take-Home Exams

Students should typically manage their location and technology for take-home exams to meet most accommodation needs. However, if a student has extended time accommodations, instructors must manually adjust the exam time in Canvas to ensure the additional time is reflected.

Common Exam Accommodations and Ideas for Implementation

Below are some common exam accommodations instructors may encounter at Iowa State University. While specific accommodations may require using the Exam Accommodation Center (EAC), many can be easily implemented within your department with minimal adjustments if desired. Below are examples of these accommodations, along with effective solutions instructors have successfully used in the past, if you want to implement the accommodations yourself.

Extended Time

Instructors can provide extended time for exams by scheduling exams in a way that allows students to remain in the exam room beyond the standard time. This can be done by arranging the exam earlier or later in the day to avoid scheduling conflicts or by reserving additional time in their department's testing spaces if available.

Low Distraction Location

A low-distraction environment can be created by designating a quiet area within a department, such as an unused office, small classroom (30 students or less), or conference room, for the student to take their exams. It's important that this space is free from interruptions, loud noises, and heavy foot traffic. Instructors can also allow noise-canceling earplugs and use dividers to further minimize both visual and auditory distractions, creating a more focused testing environment for the student.

Private room

For students requiring a private room, instructors can coordinate with department staff to reserve a small classroom, office, or another quiet space where the student can take their exam alone. If available, spaces like these can be booked for the duration of the exam to ensure privacy and a controlled environment.

Text-to-Speech Software

Text-to-speech accommodations can also be provided by having a staff member or TA read the exam to the student in a private room. This approach ensures the student can access and understand the exam content, meeting the same need as text-to-speech software while offering an alternative to the software that is provided in the EAC.

Reschedule Exams

If a student needs to reschedule an exam, instructors can work with them to find an alternative date or time that fits within the exam schedule. This could involve offering the exam earlier or later than originally planned and providing an alternative location where they can be proctored by you or a TA, allowing flexibility without compromising the integrity of the exam.

Access to Medication, Food, or Beverages

Students needing access to medication, food, or beverages during an exam can be given permission to bring these items with them to the regular testing room. Instructors can arrange breaks if needed, ensuring the student can manage their health requirements without disrupting the exam.

Access to Medical Devices

For students needing access to medical devices (e.g., insulin pumps, hearing aids, phones to monitor health, etc.), instructors can opt to allow the student to have the device with them during the exam. If the device requires occasional adjustments or monitoring, instructors can offer a brief break or simply allow the student to manage the device without interruption, provided it doesn't interfere with the exam environment.

No Scantron/Typing/Alternative Answering Methods for Exams

Instructors can offer alternative methods for students to complete exams based on their accommodation needs. This may include allowing students to handwrite answers instead of using Scantron, type responses on a monitored computer, or mark answers directly on the exam. Instructors can discuss with the students which method works best and adjust the exam format accordingly to ensure they can demonstrate their knowledge effectively.

Other Accommodations

There are additional, less common exam accommodations that instructors may be able to implement if desired. Consider discussing implementation options directly with the student or contacting the SAS team for guidance and ideas. If implementing the accommodation within your department isn't feasible, don't hesitate to refer the student to the Exam Accommodations Center for support.

Questions or Concerns about Exam Accommodations?

Contact our offices immediately if you have any concerns about implementing exam accommodations. We are here to help!

<i>Office</i>	Student Accessibility Services (SAS)	Exam Accommodations Center (EAC)
<i>Contact</i>	515-294-7220 accessibility@iastate.edu	515-294-5197 eacmain@iastate.edu
<i>Location</i>	1060 Hixson-Lied Student Success Center	1200 Hixson-Lied Student Success Center
<i>Instructor Support Services</i>	<ul style="list-style-type: none">• Questions about implementing accommodations correctly• Support for instructors in implementing exam accommodations in the classroom• Support for other academic accommodations	<ul style="list-style-type: none">• General questions about exams at the EAC• How to use the EAC• Support for instructors referring to the EAC• Policies & procedures