

Implementing Exam Accommodations

Student Accessibility Services

Iowa State University

Options for Proctoring Exams with Accommodations

As you prepare for exams, it's important to ensure your accommodation needs are met. Below are several options for proctoring exams that you and your instructor can consider to find the best fit for you and your course.

Providing Accommodations Within Your Department

In some cases, your instructor may provide accommodations directly by arranging a suitable location that meets your specific needs. Be sure to discuss your accommodations early and confirm the details in advance.

For example, your instructor might arrange for a TA to read the exam to you in a private room (if you need text-to-speech support) or allow you to keep a medical device with you during the exam. If you and your instructor need help brainstorming solutions, feel free to reach out to 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. Instructors can refer exams to these locations and students can choose to schedule in these locations, but please note that these centers are **only equipped to handle extended time and low-distraction** settings. If you require additional accommodations, these centers will not be the right fit.

Exam Accommodations Center (EAC)

The EAC can accommodate both written and Canvas exams and is fully equipped to meet any type of accommodation you may need. Instructors may choose to send you to the EAC if your accommodations are too complex to implement in their classroom or exceed what the ISU Testing Centers can offer. All students who test in the EAC must have approved accommodations and be referred by their instructor.

Take-Home Exams

For take-home exams, you will likely manage your location and technology to meet your accommodation needs. However, if you have extended time accommodations, remind your instructor to manually adjust the exam time in Canvas to ensure your extra time is applied.

Ideas for Implementing Common Exam Accommodations

Below are common exam accommodations that students at Iowa State University use. While some accommodations may require the Exam Accommodations Center (EAC), others can often be implemented directly by your instructor with minimal adjustments. Here are some examples and ideas you can discuss with your instructor if they are implemented in the classroom:

Extended Time

If you need extended time, your instructor can schedule the exam in a way that allows you to stay beyond the standard time. This might involve arranging the exam earlier or later in the day to avoid conflicts, or booking additional time in department 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. This space must be free from interruptions, loud noises, and heavy foot traffic. Allowing earplugs and dividers can help minimize distractions even further.

Text-to-Speech Software

If your accommodation includes text-to-speech, talk to your instructor about having a TA or staff member read the exam to you in a private room. This ensures you can access the exam content if using software isn't an option.

Leave and Return Exams without Penalty

If you have the accommodation to leave and return during exams without penalty, be sure to discuss the process with your instructor ahead of time. Instructors may choose to implement this accommodation if they believe it can be monitored effectively for exam integrity. Confirm how breaks will be handled, such as checking in with the proctor or TA, and where you'll go, like a restroom or quiet area.

Ability to Reschedule Exams

If you need to reschedule an exam due to your disability, you and your instructor can work together to find an alternative date or time. They may offer the exam earlier or later than originally scheduled, in an alternative location where they or a TA can proctor it.

Access to Medication, Food, or Beverages

If you need access to medication, food, or beverages during an exam, talk to your instructor about bringing these items with you and having them check them over before the exam. They can also arrange breaks if needed, so you can manage your health requirements without disrupting the exam.

Access to Medical Devices

If you need a medical device during your exam, such as an insulin pump or a phone to monitor your health, ask your instructor if you can keep the device with you. If adjustments or monitoring are required, they can arrange for brief breaks, as long as it doesn't disrupt the exam environment.

No Scantron/Typing/Alternative Answering Methods for Exams

If using Scantron sheets or typing is not feasible, discuss alternative methods with your instructor. You could handwrite answers, type responses on a monitored computer, or mark answers directly on the exam. Be sure to share which option works best for you to ensure you can demonstrate your knowledge effectively.

Other Accommodations

For other accommodations, consider talking directly with your instructor or the SAS team to find the best implementation method. If you or your instructor feel the accommodation can't be provided within the department, don't hesitate to use the EAC for support.

Questions or Concerns about Exam Accommodations?

Contact our offices immediately if you have any concerns about using your exam accommodations.

Office	Student Accessibility Services (SAS)	Exam Accommodations Center (EAC)
Contact	515-294-7220 accessibility@iastate.edu	515-294-5197 eacmain@iastate.edu
Location	1060 Hixson-Lied Student Success Center	1200 Hixson-Lied Student Success Center
Exam Supports	<ul style="list-style-type: none">• Help notifying instructors of accommodations• Concerns about instructors not implementing accommodations correctly• Support for instructors in implementing exam accommodations outside of the EAC	<ul style="list-style-type: none">• How to use the EAC• Issues with Scheduling with the EAC• Support for instructors referring to the EAC• General questions about exams at the EAC