# Access and Equity Services (AES)

## Exam Details Requested

Dear Professor [Instructor First Name] [Instructor Last Name],

At least one student has requested accommodations for your upcoming exam:

[Class Name] [Class Number] [Section Number] on [Day of Week] [date of exam, formatted as: March 30, 2020].

**To ensure the provision of accommodations is appropriate, please either fill out and return the form on Page 2 of this memo or simply email your answers to the questions to aesexams@usask.ca ASAP.**

**A list of students who requested accommodations begins on Page 3.**

Your department designated you as the lead instructor for this class in PAWS. If another instructor(s) is responsible for this exam (or part of this exam), please forward or share this memo as appropriate.

## Provision of Accommodations in an Online Environment

AES is doing our best to support instructors and students in this new online environment. We appreciate your patience and we value your constructive criticism as we work out new procedures that support everyone.

While the U of S campus is closed, accommodations need to be arranged in each student's home. How those accommodations are provided will depend on:

- The format of the exam (timed online, take-home, open book, alternate assessment, etc.);
- Which accommodations a student is entitled to and which are appropriate for the exam format;
- The student's home environment.

**Your response to the questions on the Page 2 of this memo is crucial for the provision of appropriate accommodations.**

## Accommodating Timed Online Exams

ICT has advised that **it's best for instructors to adjust the timers on their own timed exams or to contact the ICT Help Desk for assistance** in doing so. Given that AES handled over 9000 exams in 2019-20, getting and managing access to the various classes and exams in order to adjust timers could get complex.

## Contacting AES

aesexams@usask.ca is the best way to get in touch with any questions or concerns. Our voice mail is not regularly monitored while we work remotely.

# Exam Details Requested

Professor [Instructor First Name] [Instructor Last Name],

At least one student has requested accommodations for your [Class Name] [Class Number] [Section Number] exam on [Day of Week] [date of exam, formatted as: March 30, 2020].

So that AES can assist with setting up accommodations, please indicate:

**1. Although instructors are responsible for adjusting the exam timing as required, it's helpful for AES to know the exam format:**
☐ Timed online exam with set timer
☐ Take home or open book, where students complete a shorter exam within a large block of time (e.g. completing a 3-hour exam within a 24-hour timeframe)
☐ Paper, problem, or case study due on a specified date
☐ Other: _____

**2. If the exam is timed in any way, please indicate the duration of the exam, without any extra time calculated:**
_____

**3. How does the student return the completed exam to you?**
☐ Submitted through the testing platform (e.g., Blackboard or ExamSoft)
☐ Emailed to an address you provided to the student.
☐ Other _____
_____

**4. Which of these materials may the student use during the exam?** (Add details, if necessary.)
☐ None
☐ Any/All available materials
☐ Calculator_____
☐ Dictionary _____
☐ Formula sheet(s) _____
☐ Outline(s) _____
☐ Book(s) _____
☐ Notes _____
☐ Other _____
_____

**5. If a student has a question while writing the exam, how may they best contact you?** Please provide a cell phone number or monitored email address:
_____

**6. Is there any other information that AES needs to know?**
_____
_____

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### FAQs Re: Accommodating Online Exams

Q**: I got Letters to Professors from 8 students, but there are only 5 students listed on Page 3.**
A: Some students may have not requested accommodations because they:
- may not need accommodations for this exam.
- may think that the format of the exam already allows for any accommodations they need.
- may have missed the AES deadline or may have not understood that they need to go through AES for accommodations.

Please alert/remind students to submit their requests for accommodations through AES. Going through AES for all accommodations will help maintain consistency for students across all their classes.

**Q: How do I adjust the timer on my timed online exam for students who need extra time?**
A: Please refer to the links provided in the email body for assistance with timers.

**Q: I'm allowing a large chunk of time (e.g., 24 hours) to complete an exam that should only take a short amount of time (e.g., 2 hours). If a student is entitled to time and a half, do I need to allow them 36 hours to write the exam?**
A: Generally, no. However, if a student's extra time fits tightly into the allowable time (e.g., being given 8 hours to complete a 3-hour exam but using double time), some discretion is required. Contact aesexams@usask.ca if you require guidance.

**Q: A student needs a reader and/or scribe. How does that work in an online environment?**
A: Students have been strongly encouraged to use software (Read&Write), provided by the Uof S for free, where possible. If a student isn't proficient with the software, AES will set up a live reader/scribe over WebEx. We discourage the use of family members or friends for this purpose.

# Student(s) Requesting Accommodations for the [Class Name] [Class Number] [Section Number] Exam on [Day of Week] [Date of Exam, formatted as: October 10, 2020]

| Student Name | Student Number | Accommodations Requested |
|---|---|---|
| [Student First Name] [Student Last Name] | [Student Number] | [Exam accommodation 1]<br>[Exam accommodation 2]<br>[Exam accommodation 3]<br>[Exam accommodation 4]<br>[Exam accommodation 5]<br>[Exam accommodation 6]<br>[Include all requested] |
| [Add student info as required, for each student who requested accommodations] | | |
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