



Fall 2024

TO: All Faculty  
FROM: Office of Student Access Services  
SUBJECT: Testing Procedures

Following are the Office of Student Access Services (SAS) procedures for administering exams to students with approved accommodations in the testing center at 100 Heitz Hall. The testing facilities at the Office of Student Access Services are specifically for students with documented disabilities. We encourage students to work with faculty at the beginning of the semester to determine if they will utilize their testing accommodations at the SAS office or will be making other arrangements with you for testing.

**To ensure the health and safety of all utilizing the Office of Student Access Services, students stating they are unwell or have COVID-19 or flu symptoms will be referred to Bradley University Health Services and have their exams rescheduled.**

The Office of Student Access Services ask that faculty email the exams in **Word Document or PDF format** to the SAS at [sas@fsmail.bradley.edu](mailto:sas@fsmail.bradley.edu) **at least one business day before** the exam is to be administered. Once the student completes the exam, faculty can pick up the hardcopy of the exam or request that the SAS deliver the hard copy exam to the professor or department administrative assistant by the next business day.

To ensure the Office of Student Access Services administers the exam appropriately, the exam must have a "Professor Instructions to Student Access Services" form detailing time allotment, permitted materials and contact information. A copy of this form will be sent with each student exam notification email and can also be downloaded from our Faculty Resources page.

### **Fall 2024 Exam Proctoring at the SAS**

Monday 9:00 a.m.-4:00 p.m.  
Tuesday 9:00 a.m.-4:00 p.m.  
Wednesday 9:00 a.m.-4:00 p.m.  
Thursday 9:00 a.m.-4:00 p.m.  
Friday 9:00 a.m.-4:00 p.m.

## **TIMELINE OF TESTING AT THE OFFICE OF STUDENT ACCESS SERVICES**

**Three business days before exam:** deadline for students to schedule test with the Office of Student Access Services.

- Students can currently schedule all exams/quizzes listed on their syllabi and can modify their schedule should you elect to make date changes.
- The SAS will need direct faculty approval for students to take an exam outside of class time.

**Two business days before exam:** faculty will receive an email notice of students who have scheduled, along with a request for pertinent information, such as:

- time: how much time you are permitting the rest of the class so we can adjust extended times accordingly
- materials or supplies permitted: calculator, scratch paper, notes, special software or online exam information/passwords
- contact: how we can reach you during the test should questions arise
- completed exam: if you would like to pick up the exam or where we should deliver and who can sign for the exam.

**One business day before exam:** exams are to be emailed or delivered to the SAS office.

**Day of exam:** SAS will proctor exams.

## **OUR FACILITIES AND SEATING AVAILABILITY**

- **Capacity:** The SAS can currently seat 28 students, with room for 23 taking paper exams (or using personal laptops) and 5 utilizing desktop computers; students with the accommodation of exams in auditory format will use the desktop computers if the exam is online.

## **ONLINE EXAMS**

- **Canvas:** Faculty must set extended-time parameters for each student needing extra time; this needs to be done in Canvas whether the student is taking the test here in the SAS or elsewhere on campus.
- **Other portals:** If you are using any other testing portals, be sure to notify us well in advance to avoid connection issues.
- **Software:** If your student needs a particular software version this semester, please let the SAS know as soon as possible.



## TEST ANOMOLIES

- Typographical errors: Faculty who find an error in a document should contact the SAS as soon as possible so we are able to relay information to testing students. Likewise, if a student suspects an error, we will do our best to contact you immediately.
- Academic dishonesty: Students are monitored by video surveillance during proctoring. Upon suspicion of academic dishonesty, our policy is to:
  - Stop the student and confront them concerning the violation.
  - Mark the place on the test where the student was confronted.
  - Allow student to complete the test; restart time will be noted.
  - In accordance with Bradley University regulations, file a report with the instructor and the Executive Director of Residential Living and Leadership.

Please contact Lindsay DuBois, Testing Coordinator, with any information or questions regarding testing.

We very much appreciate all of your efforts to assist Bradley's students with disabilities.

Respectfully,

Kristina Montelongo  
Director of Student Access Services

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