

Memo

TO: Department Chairs and Faculty/Staff

FROM: Nick Mourning, Learning Specialist and Peer Tutoring Coordinator, Learning Support Center

SUBJECT: LSC Exam Proctoring Information and Policy for Faculty and Staff

LSC Exam Accommodations

At the beginning of the Fall 2016 semester, I would like to remind both new and experienced faculty and staff about the updated [Faculty Section](#) of our LSC website and specifically our LSC [exam proctoring policies](#), which include *revised proctoring procedures and a new online Proctoring Request Form*.

Once again, **we would like the proctoring of exams by the LSC to be considered a secondary, not primary, method of delivering accommodations. Unless there are special circumstances (such as the use of a computer or other technology), there is no established reason students must have an exam proctored by the LSC.** The decision should be a result of a discussion between the faculty member and the student. As a result we are asking for the cooperation of our faculty and staff in the following:

1. Students with disabilities who have exam accommodations for **extra time (1.5x)** should take their exams whenever possible in the classroom or other convenient department location.
 - a. The LSC can proctor the exam when the faculty member is not available after the regular exam period.
2. Students with disabilities who have exam accommodations for **a distraction reduced space** should take their exams in the department whenever possible. **Unless otherwise indicated, more than one student can be placed in a room.**
 - a. I am pleased to discuss with you and your student possible locations and methods for having this happen within your department.
3. **The LSC will proctor exams for students requiring the use of a computer or other technology, such as screen reader, text-to-speech software, use of spell-checker, or ability to type exam.**

LSC Exam Proctoring Procedure for Faculty

1. A student is expected to submit a [completed online LSC Exam Proctoring Request Form](#), or **hardcopy**, to the Learning Specialist, Nick Mourning, **at least 5 days in advance of his or her first scheduled course exam.** If you have not received an exam request reminder email from the LSC Office, the student should not expect to take the test with the LSC.
 - a. It is important for Faculty and Students to know that **if we receive less than the 5 day notice, we may not be able to arrange the exam in a timely manner to provide the requested accommodations. This is due to limitations in staffing and space.**

2. When possible, please send the exam as a **Word Document or Rich Text File**, **avoid PDF when possible** at least **24-48 hours in advance of the exam date** so preparations can be made to the electronic file. Please send the exam to:
 - a. lsce exams@albion.edu
 - b. Staff members share responsibility for proctoring and if the exam is sent to me, the staff person proctoring the exam may not have access to it.

3. In your email, please provide the following:

- a. List the name(s) of the student(s)
- b. Course name, course number, date and time of the exam
- c. Length of the exam
- d. Any special instructions regarding supplies, materials, or proctoring

This information is essential as we have more than one exam proctor, who may need to configure the parameters of each student's specific exam needs due to accommodations.

4. We will return the exam in an envelope slipped under your door, unless provided with special instructions.
5. Please contact, Nick Mourning, Learning Specialist, at x0411 or nmourning@albion.edu with any questions.