Exam Administration

Forms may be picked up at Learning Enrichment and Disability Services, a faculty member, or downloaded at beloit.edu/offices/leads/disability-services/accommodations/in-the-classroom/exams

To be completed by STUDENT:

Name: _____   **Phone Number:** _____

Email: _____ **@beloit.edu**   **Student Signature:** _____

Course (name/code): _____   **Professor Name:** _____

Proposed exam time: _____ to _____ on _____ **(Day/Date)**

Exam accommodations needed (will be verified):

☐ Extended time   ☐ Low-distraction area   ☐ Access to a computer

☐ Other: _____

After arrangements have been made with the professor, the student is to sign below and return to the form to Learning Enrichment and Disability Services (LEADS). LEADS will verify the exam accommodations. Signing indicates that the student will follow policies and procedures as outlined on the reverse side.

To be completed by PROFESSOR:

Time the class will be taking the exam: from_____ to _____ on _____ (Date)
Time student wants to take exam is acceptable (see above). If no, discuss with student and change statement above. If the new time does not work for the exam administrator, both faculty and student will be contacted by email.

Phone number where you may be reached during the exam (required**):** _____

Mark what is allowed while testing:

☐ Nothing is allowed but   ☐ Access to the Internet   ☐ Computer/Word
  pen/pencil/blank paper   Processing
                                ☐ Calculator
☐ Notes   ☐ Other:_____
                                ☐ Book_____

How will the exam be brought to the Exam Administrator?

☐ Student will bring it. (Suggest faculty member put it in sealed envelope with signature over sealing.)

☐ Professor will deliver it (When_____? To the LEADS office

☐ Professor will e-mail it to (learning@beloit.edu)

How will the exam be picked up after completion? *(The Exam Administrator does not deliver exams.)*

☐ Student will deliver it to the professor. (Exam administrator will seal it and sign over the seal.)

☐ Professor will pick it up from the Exam Administer. (When_____?) At the LEADS office

Professor's Signature: _____   **Student Signature**_____

NOTE: Exam will be taken in the LEADS office located on the 2nd floor of Pearsons

Completed by Exam Administrator   _____ Name of administrator (print)

Time the exam was taken: from_____ to _____ on _____ (Date)

Definition: "Exams" is used in this document and explanation for efficiency, but includes all in-class (timed) quizzes, exams, assessments, evaluations, or activities where the student is entitled to accommodations.

Only students who have an Access Letter (AL) from Learning Enrichment and Disability Services (LEADS) which specifies accommodations for exams are eligible to use this process. When possible, the faculty member (or designee, such as a colleague or T.A.) is to administer the exam using the AL information. When the faculty member is unable to administer the exam with the specified accommodations, an Exam Administrator from the LEADS office may be used. Students will be served on a first-come, first-serve basis once this Exam Administration Form has been completed and returned to LEADS, 2nd floor Pearsons (or send to learning@beloit.edu). Please note times and deadlines stated below.

Note: The Exam Form can also be used once per term for repeating quizzes or exams. For example, one form can be used to cover Math 110 quizzes each Friday morning at 8:45 am for the semester with specific dates provided.

Prior to an exam, the following steps are to be taken:

1) Students are to meet with the Director of LEADS and provide appropriate documentation. The Director will verify that the student with a disability warrants testing accommodations and provide an Access Letter (AL) to the student who is to deliver it and discuss it with each relevant faculty member.
2) Students are to arrange a time with the professor(s) to discuss the AL as far in advance as possible to discuss the accommodations.
3) If the professor and the student are unable to work out a suitable arrangement for exams, the faculty member is to direct the student to obtain and complete the Exam Administration Form, as soon as possible.
4) **The student** is to acquire the Exam Administration Form from LEADS or download it from the web site: beloit.edu/dss/enrolledstudents/currentstudents/exams and make arrangements before the exam. **One week in advance is preferable**, but at least 3 days are needed, otherwise space or staffing may not be available. It is important for all parties to communicate about and approve the items on the Exam Administration Form.
5) The LEADS staff will **only administer exams from 8:00 a.m. to 5:00 p.m. Monday through Friday** (excluding staff holidays). Knowing that piece, the student should inform LEADS staff of his/her/their testing needs when reserving a time. (We will verify the accommodation needs of each student for each exam.)

At Exam Time:
6) **Students are to arrive at the LEADS office 5 minutes prior to the scheduled time**. If a student is late, the time will be deducted from the testing time. (i.e. if the test is scheduled for 1:30 to 3:00 p.m. and the student arrives at 2:00 p.m. they will still be asked to turn the test in at 3:00 p.m.) If a student misses the pre-arranged time, the blank test will be returned to the professor.
7) Students will be required to leave all belongings, other than are specified on the Exam Form, with the Exam Administrator. This includes but is not limited to backpacks, laptops, cell phones, text books, note books, etc. The exam administrator will provide a working clock.
8) Students with exam accommodations, like all students, are to abide by the Beloit College Academic Honesty policy. This includes, but is not limited to, using accommodations that are not determined as warranted by the Director or modifying this form from the indications made by the professor and/or LEADS.

If there are any questions or concerns about the policies and procedures described above,
contact a Learning Enrichment and Disability Services staff member.
Tori Wilson, Department Coordinator / Angi Olesen, Director
(608) 363-2572   learning@beloit.edu   2nd floor Pearsons, North Side

LEADS print name_____ LEADS signature_____