# Faculty

Important information for faculty who have students in their class(es) receiving testing accommodations.

- Deadlines, Processes, and Procedures
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# Deadlines, Processes, and Procedures

## Deadlines and Submission Requirements

Students who need to test with AAS must schedule exams and quizzes at least three business days in advance. If exam and quiz dates are posted in advance, students are encouraged to schedule all assessments at once. Scheduling requests may be edited as needed.

If a student misses the scheduling deadline, their request to test in AAS may be denied. Students whose requests are denied will be instructed to take the exam or quiz in the traditional classroom setting. In these cases, testing accommodations cannot be guaranteed.

Faculty must submit all testing materials to AAS **by 8:00 AM on the business day before the scheduled exam or quiz** (see the table below for reference). Required materials may include:

- The testing agreement, completed in AIM
- The exam or quiz
- Testing instructions
- Any required passwords

Materials must be submitted through one of the following approved methods:

- Email to dstesting@astate.edu
- Deliver a hard copy to the AAS office
- Upload through AIM

Please include the class name or CRN at the top of the exam to help AAS facilitate exams and quizzes appropriately.

| **Exam Date** | **Faculty Submission Deadline** |
|---|---|
| Monday | Friday, 8 AM |
| Tuesday | Monday, 8 AM |
| Wednesday | Tuesday, 8 AM |
| Thursday | Wednesday, 8 AM |
| Friday | Thursday, 8 AM |

## Late or Missing Materials

If all required testing materials are not received by the deadline through one of the approved submission methods, the exam or quiz will be canceled. Both the student and faculty member will be notified, and the student will not be permitted to test in the AAS office as originally scheduled.

The following alternatives are available:

1. **Classroom or department testing:** The faculty member may proctor the exam or quiz in the classroom or department setting with approved accommodations.
2. **Rescheduling through AAS:** The student may reschedule the exam or quiz for a later date in the AAS office. Standard scheduling requirements apply, including the three-business-day advance scheduling deadline.

If testing materials are submitted after the deadline or sent to an unapproved location (for example, emailed directly to an individual staff member who is out of the office), the cancellation will stand. An alternative testing arrangement that provides the student's approved accommodations must be made.

## Other Important Processes and Procedures

We encourage faculty to administer accommodated exams and quizzes when possible, as it allows students a timely response to questions and other substantial benefits for students and faculty. Our staff is happy to assist with this process to ensure the environment meets the students’ needs as much as reasonably possible. This is often already necessary for labs, practicals, and other hands-on exams.

Students testing with AAS are expected to take their exam or quiz on the same date and at the same time as the class. However, extended time accommodations or AAS operating hours may make this impossible, and adjustments may be necessary. Adjustments must be approved by faculty and communicated to all parties.

If a student is in an online program or takes tests/quizzes online that don’t need to be physically proctored, they do not have to schedule those with AAS. It may be helpful to add their extra time for all tests when their accommodation letter is received, since faculty won’t receive testing reminders from the AAS data management system. CETL can assist faculty with this if needed.

# Why the Testing Agreement Matters

As part of our commitment to supporting students with testing accommodations, we require faculty to complete a quick **Testing Agreement** for each course and section. This form gives our staff everything we need to make sure your students get the proper support while following your expectations.

Here’s what we ask you to tell us:

- **How the exam will be given:** Is it online or on paper?
- **What program or software the exam uses:** Especially for computerized/online tests - Respondus, Hawkes, etc. - we need to know so we can prepare the correct environment.
- **What materials are allowed:** Calculator, notecard, scratch paper, or maybe nothing at all?
- **How you'd like the completed exam returned:** Delivered to the department office? Scanned and emailed? Picked up in person? You choose!
- **How you plan to get the exam to us:** Dropping it off, uploading it, emailing it - whatever works for you.
- **What to do if the student has questions during the exam:** Call you? Email? Let them figure it out? Just let us know your preference.

Thanks for partnering with us to support all students!

# Important Reminders

1. If students do not schedule their exam according to AAS procedures or the exam is canceled due to missing materials from the instructor, they will not be permitted to take the exam in the AAS office at that time, regardless of whether the exam has been delivered to AAS. Students sent to AAS from the classroom will be advised to speak with their faculty member.
2. Faculty should submit all testing materials to AAS by 8 AM the business day before the exam. This includes the testing agreement (must be completed in AIM), the actual exam, instructions, and passwords.
    - Passwords and other testing materials/information should NOT be sent directly to the Testing Coordinator or any other staff member. Please see "Deadlines, Processes, and Procedures" for more information.
3. Students are not required to take their exams in the AAS office if they prefer not to. They may choose to use their testing accommodations only occasionally, or they may request that those accommodations be implemented in the classroom setting. AAS encourages professors to work collaboratively with students to provide accommodations in the classroom or department environment when requested and feasible.
4. Students are responsible for scheduling their exams within the appropriate timeframe. They are informed of this during their intake session with an access counselor. AAS also sends reminders to students throughout the semester so they are aware of their responsibility.