

Reasonable Accommodation and Exam Administration

Faculty members should be familiar with exam accommodation recommendations as listed on a student's official Accommodation Letter from the Center for Educational Access (CEA). Faculty members are required to provide exam accommodations only to students for whom they have received an accommodation letter. If the requested exam accommodation is unclear, faculty members should contact the CEA for clarification on how to facilitate the needed accommodation.

For students with disabilities who need alternative exam formats (e.g., Braille), a reader, a scribe, enlarged print, assistive computer technology, or other appropriate and reasonable accommodations (specified by the CEA on the student's official Accommodation Letter), the faculty member should contact the CEA at 575-3104 or ada@uark.edu for assistance with administering exam(s). CEA staff will offer technical assistance and equipment for exam accommodation and provide a CEA staff member for on-site assistance or an alternative site and proctoring assistance.

Faculty members should plan, with the assistance of their chair or dean or information or training from the CEA if needed, how required accommodations will be provided for those students requiring (only) extra time or a relatively distraction-free environment. They should do so in advance of scheduled exams and in consultation with the student (s) requiring accommodation. If a faculty member chooses to utilize personal office or laboratory space, it is important to make sure the phone is unplugged, the computer is off, and a sign is placed on the door indicating that an exam is taking place.

If the faculty member cannot provide space or proctor the exam(s) for students in his or her classes requiring extra time or a relatively distraction-free environment, the department or college should establish a means whereby space and/or staff can be provided.

Each school or college, after determining how the service will be provided, should make the information available to all department chairs and teaching faculty.