

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 Students with Disabilities (CSD). Only students with an official Accommodation Letter are required to be provided this service. If it is unclear what is needed to provide the required accommodation, faculty members should direct their questions to the CSD.
- For students with disabilities who need alternative exam formats (Braille, for example), a reader, a scribe, enlarged print, assistive computer technology, or other appropriate and reasonable accommodations (specified by the CSD on the student's official Accommodation Letter), the faculty member should contact the CSD at 575-3104 or tbking@uark.edu for assistance with administering exam(s). CSD staff will offer technical assistance and equipment for exam accommodation and provide a CSD 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 if needed and information or training from the CSD 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.