NEW EXAM POLICIES & PROCEDURES WHILE THE UNIVERSITY IS OBSERVING
SAFE & RESILIENT GUIDELINES

All,

The fall semester is quickly approaching, and we in the Accessibility and Disability Resource Center want to assure the campus community that we are available to help with any questions or concerns related to students with disabilities and their accommodations. We have been planning and organizing for weeks to ensure those who come to the ADRC are safe and that we are able to follow recommended guidelines put forth by the University, state, and federal government.

EXAM ADMINISTRATION AT THE ADRC

In the interest of public health and the adherence to social distancing guidelines, the following changes will be implemented until further notice.

General Information

- Proctoring hours will begin at 8:30 a.m., and all exams must be completed by 5 p.m.
- To limit the number of people in the center at any given time, exam start times will occur in 15-minute increments with a limited number of spots available.
    - Students must be allowed to schedule their exam at any time during our hours of operation on the day of the exam.
    - There may not be an available exam spot at the same start time as their peers.
    - If a student is unable to take their exam on the same day as the rest of the class, it is their responsibility to coordinate an alternative date with the instructor and the ADRC.
- Students are expected to schedule their exams at least three business days in advance.
    - Time slots for exams not scheduled three business days in advance cannot be guaranteed.
    - Time slots will be subject to availability for sign-ups less than three business days in advance.
    - If there are no available spots, the student is responsible for coordinating with their instructor to arrange a time and place to take their exam.

Online Exams for In-Person Classes

- Due to sanitation concerns, students taking exams in an online format for an in-person class will be expected to do so on their personal computer.
    - ADRC computers are reserved for students requiring adaptive technology.
    - The exam window should be set to remain open within the ADRC's proctoring hours.

Pen and Paper Exams

Exam Delivery

The ADRC must prepare exams and specific seats for students the day prior to the exam, and therefore, the delivery method of exams will be different than in years past. Our exam volume will reach 100 exams in a single day; therefore, it would be impossible to effectively seat students in a safe manner without receiving exams in advance. We recognize this may cause an inconvenience, but please understand it is our goal to serve students in the safest possible manner.

- The ADRC will not send email reminders the day before an exam. However, instructors will receive notification when a student signs up for an exam.
    - Receiving an Accommodation Memorandum with exam accommodations serves as notification that a student will be taking exams at the ADRC. Exams must be sent to the ADRC for that student unless the instructor has had a conversation with the student and they will be taking the exam with the class.
- All pen and paper exams should be delivered via email to adrc@ou.edu (as an attachment or sent via Dropbox link) or faxed to (405) 325-4491.
- To ensure the center limits exposure to students and faculty, instructors may not drop off pen and paper exams at the center.
- The ADRC *must* receive exams at least 24-48 business hours in advance to ensure sufficient time to prepare the exam for students.
    - For example, Monday exams must be received the Friday before, as the ADRC is not open on weekends.
    - In order to maintain the safety of students and staff, seating assignments for the exam will be determined the day prior to the exam and placed on the proctoring form that accompanies the exam.
- Exams delivered after 3 p.m. on the business day prior to the exam date will not allow sufficient time for ADRC staff to prepare the exam for the student.
    - Students will not be allowed to wait at the center for an instructor to send an exam.
    - If the exam is not received at least 24 business hours in advance, the instructor will be responsible for finding a time for the student to take the exam with accommodation outside of the center.
- Exams will be secured in a double-locked location from the time it is received.

Exam Return

- All exams will be delivered by the student to the instructor in a sealed 9" x 12" manila envelope, wrapped with tape, and stamped by the ADRC for validation.
- You as the instructor will readily determine if the exam has been tampered with by the student.
- Instructor pick-up and Dropbox will not be an option for the duration of the pandemic.
- It is recommended that instructors allow at least 72 hours before handling exams.

CLASSROOM ACCOMMODATIONS

Students with significant disabilities that impact classroom attendance will first engage in an interactive process with an ADRC team member to determine appropriate accommodations. If there is no reasonable accommodation that will allow the student to safely attend class, there will be an

accommodation made to allow the student to attend class remotely. It is expected that, with the volume of online classes being offered, this will be a rare occurrence and will only be offered for those required classes that are not offered in an online format. In this instance, we will ask the instructor to:

- Avoid penalizing the student for any attendance requirement;
- Establish a Zoom link (or other digital format) that will allow the student to access the classroom during class time and participate in class activities and discussions;
- Provide exams in an online format such that the student can complete them at home; and
- Allow student to hand-in assignments via email.

DIGITALLY ACCESSIBLE CLASSROOM CONTENT

It is important and required that digital content be accessible for students with disabilities. The ADRC is available to assist instructors who have remote elements to their classes or who are creating all remote classes for the fall semester in creating these elements accessibly. We will also assist instructors to remediate any content that is not accessible. Accessible digital material includes, but is not limited to:

- Captions on all video content;
- Ability to use a voice synthetization software (screen reader) on any written material;
- Requirement that all material is able to be navigated with keyboard only; and
- Maintaining contrast at an appropriate ratio.

If you have content you would like us to review, please contact us by phone or email at (405) 325-3852 and adrc@ou.edu.

The fall semester is undoubtedly going to present new and unexpected challenges. The ADRC appreciates your flexibility and understanding. We look forward to working with you to identify ways to minimize the challenges you and your students with disabilities may face.