New Testing Scheduling Process

The Office of Accommodative Services has made the test scheduling process 100% online. Our hope/goal was to make allowing your students to schedule a test with the OAS office quicker and easier.

Process

Step 1 - Student will fill out an exam scheduling form located in the OAS webpage.

Step 2- Once this form is submitted you will receive an email with the students testing information. Including what time and date they plan on taking the test and what accommodations they plan on using.

Exam Scheduling Form

The following request has been submitted by a student to schedule accommodations for your exam. Please fill out the Instructor Form promptly (you will need to login to O365 to fill out the MS Form).

IMPORTANT: Exams should no longer be physically sent (hand delivered) to Accommodative Services. Exams can either be uploaded using the Instructor Form or emailed to nesj@potsdam.edu. Please contact Accommodative Services if you have any questions regarding the form or this process.

Student: New Flow Test Run
Student Email: burmetj@potsdam.edu
Exam Date: 2020-07-21
Exam Start Time: 10:00
Course: Hist 101
Course Time: 10:00
Accommodations: ["Extended Exam Time 1.5"]
Step 3- You need to fill out the Instructor Form by clicking the link found in your email.

Please note that exams should no longer be physically hand delivered to Accommodative Services.

Other Information:

- If you have questions or concerns regarding the exam information that your student submitted please let me know. For more information regarding testing please refer to the Office of Accommodation Services Testing Accommodation Webpage.

- You can now attach your test to this instructor form or email it to OAS@potsdam.edu. You will get reminder emails if your test is not attached to this form.

- Moodle Testing- Student who will be taking a test in Moodle will need you to increase their exam time. Any tests given on Moodle will not be monitored by the OAS office. How to increase a students testing time in Moodle.

- Limited Spacing- Due to social distancing requirements we have limited space for testing in the Office of Accommodative Services. If you are still providing your students a paper copy of a test and your student does not need assistive technology such as a computer, test reader, or scribe and you have the ability to monitor the exam please do so. If that is not possible I understand and we will do our best to accommodate.

- Cancelling of Exams- The OAS office may need to close proctoring services if we need to quarantine. While it is not my intension to have the proctoring service closed this semester please be aware that this may happen as our staff is limited. If our staff is out sick or we need to isolate, you and your student will be notified via email about the OAS office having to close.