


Office of Student Disability Services
University of Maryland, Baltimore County
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MEMORANDUM

DATE: August 31, 2016
TO: Instructors
FROM: Tawny L. McManus 
Director
RE: Testing accommodations for students with disabilities

Some of our students have disabilities that make the typical classroom testing procedures not appropriate for accurately evaluating their achievements and/or skill levels and an accommodation or adjustment to testing becomes necessary. For example, a student with a visual impairment may need additional time to read test questions and produce responses. If a reader is being employed as a testing accommodation to provide access to the test questions that the student may not be able to see, time must be allowed for the reading and hearing of the question, the formation of thought, writing/typing and proofreading the response, in addition to providing the accommodation in an alternative location that is not disruptive to peers who are taking the same test. To limit such a student to the regular time frame for exams and quizzes would be unfair and illegal under the Americans with Disabilities Act (ADAA) and Section 504 of the Rehabilitation Act.

For this cause, students with disabilities in your class may request alternatives in testing procedures based on their documented disability. The student who presents this information to you has confidential records on file in our office, which attest to the need for alternative testing procedures and has been formally approved for this accommodation by our disability specialist. This accommodation must be honored.

To assist you with coordinating alternatives for testing, the Office of Student Disability Services (SDS), newly located in the Mathematics/Psychology Building Room 212, is prepared to proctor tests and exams for your students who are approved for testing accommodations due to their disability. The office can also suggest alternative testing arrangements as needed. SDS proctored testing is available Monday - Friday from 8:30am -4:30pm.

SDS also encourages faculty to take an active role in providing accommodated testing for students with disabilities. If a student is requesting accommodated testing and the instructor/academic department has the resources: room availability, staff, etc., to arrange accommodated testing, please feel free to do so. Accommodating students within the department is often the best option, provided the student's disability needs are met. The Accommodation letter from our office outlines the appropriate approved accommodations.

Please contact our office with questions or to coordinate testing arrangements in SDS at 410-455-2459 or email disability@umbc.edu.

Thank you for working with our students and assisting UMBC in providing equal access to all students.

**UMBC STUDENT DISABILITY SERVICES
ADMINISTRATION OF ACCOMMODATED TESTING**

TO THE PROFESSOR:

1. As the professor, it is your responsibility to make sure the exam gets to our office in time for the student to complete his/her exam.
2. It is the student's responsibility to schedule their exams and to inform you, the professor that he/she has scheduled to take an exam with SDS.
3. Please forward the exam to the Student Disability Services office in MP 212 or via email.
4. The exam will be administered as close to the classroom administration of the exam time as possible, or at an alternatively pre-approved time by the professor during SDS office hours.
5. The exam will be secured prior to and after completion. The professor or their representative may pick up an exam after completion. **The SDS office is not responsible for delivering exams.**

Testing alternatives may include:

- Using tests that measure ability or level of achievement rather than "speed"
- Using interpreters to provide test instructions to people with hearing impairments
- Modifying certain features of a test, such as verbal portions for people with hearing impairments or in cases where test answers are based on elaborate tables or graphs for people with visual impairments
- Providing auxiliary aids or scribes for people who cannot take written tests or make the marks required for mechanically scored objective tests (e.g. use of a computer)
- Providing a reduced distraction environment for testing