

MEMORANDUM

To: All Faculty and Instructors

From: Office of Disability Access & Resources
Sunny (Warden) Urizar; SDS Program Manager for Accommodated Testing

Subject: Faculty Role in Accommodated Testing for Students with Disabilities (AY 26-27)

The Office of Disability Access & Resources is the department designated to provide students with documented disabilities an equitable accommodated testing experience. Our testing goals are to support faculty in administering their tests to students with disabilities with integrity, consistency, and efficiency, while honoring all student accommodation access needs with dignity and respect. We rely on our partnership and communication with faculty.

Each year, we review feedback and discuss challenges students and faculty encounter in testing to continually improve our office operations. As the number of students needing ADA-required testing accommodations continues to rise, it is more important than ever to highlight our testing procedures and the resources for faculty using our services. In order to ensure our students receive their approved accommodations seamlessly and tests are proctored without delays, we ask faculty to:

- **Use the “Faculty Blackboard Module”:** This essential resource simplifies the test submission process and provides up-to-date testing information. Please **self-enroll** and access the module at the [SDS Faculty Support Blackboard Link](#).
- **Use the “Accommodate Faculty Module”:** The [Accommodate online portal](#) shows all students with accommodations enrolled in your classes and sections, along with their approved accommodations.
- **Test Submission Deadlines:** Submit all tests and exams to our office at least **24 hours in advance**. This lead time is critical for staff to log, print, and prepare test materials for students on time.
- **Complete the SDS RT (Request Tracker) Testing Form fully:** Ensure that every RT form is submitted *with full instructions and lists the names of each student* taking the exam. You can find and copy this information from the Faculty Module link provided above.

- If the form is incomplete and office staff cannot reach you, we will administer tests based on best guesses, which may not align with your instructional plan. Ex., if your test is planned for only 30 minutes and you do not include that time in the instructions, we assume the test is to be given for your full 2-hour class time allotted.
- Please also note that **you cannot pick up tests** until you submit and sign the RT form. We need these records for documenting our ADA compliance.
- **Include All Necessary Test Materials:** Attach all tables, formula sheets, or other required materials to **every RT submission**. If you require *blue books* in your class, you must provide them to the disability office with your test. (We do not have blue books in stock).
 - Also, do not assume materials from a previous test will be available; we do not store old tables and formulas. Providing current materials with each test prevents confusion and ensures students have what they need to complete their tests.
- **Provide Concise Instructions:** Keep instructions short and to the point. When a test includes multiple parts, complex and evolving instructions, or changing codes that require staff to interrupt students during testing to provide new information, this is highly disruptive to all students with disabilities who need to test in the reduced-distraction, quiet environment.
- **Maintaining Testing Integrity (No Scanning/Emailing):** To protect the integrity of your assessments and to minimize security risks and human errors in our high-volume testing environment, the office does not scan completed tests to return them to faculty. Your department may, however, designate a staff member or TA/GA/RA to pick up your tests.
- **Timely Test Pick-up:** Please arrange to pick up completed exams promptly. We aim to reduce the volume of sensitive materials held in our office for lengthy periods, and students appreciate timely grading feedback.
- **Test Room Entry and Communication Restrictions:** To maintain a secure, standardized, and quiet environment, **faculty may not enter the testing room** while students are testing. Additionally, please do not ask students to call you directly with questions during testing, as cell phones and email are strictly prohibited in the test room to maintain test security.
- **Student Scheduling Lead Time:** We require students to schedule their testing appointments at least **96 hours (4 business days to the hour) in advance**. If a student fails to meet this deadline, we will contact you for permission to schedule them late. We require advance notice to ensure enough test seats and proctors are available, and to obtain your test in time.

- **Review SDS Communications:** Our office sends several reminders prior to the testing date. Please read these carefully, as they contain essential information to help you navigate the accommodated testing process efficiently.
 - We also ask that you be patient and communicate respectfully if our student desk staff contacts you more than once by accident or misunderstands your instructions.
- **Coming soon!** We heard your feedback, and you will be able to upload your tests directly through our **Accommodate** online platform in the coming months.
 - We're excited to make the testing process easier for everyone! Watch your inbox for details after we finish piloting this with our first group of faculty this semester.

Following these office procedures helps us provide a seamless testing experience for students with disabilities to focus entirely on demonstrating their knowledge, not on environmental barriers that may hinder their success. Thank you for your continued support and commitment to an inclusive campus!

If you have questions or concerns, please contact us at **(410) 455-2459** or email disAbility@umbc.edu.

***Fun fact:** The Office of Disability Access & Resources proctored over 9000 exams in 2025-26!!*

Have a great Fall semester!

CC: Tawny McManus, AVP for Disability Access & Resources
Tanyka Barber, VP of Institutional Equity & Chief Diversity Officer