

Extended Time on Assessments & Use of the OAS Testing Center

The purpose of this accommodation is to allow an eligible student to receive more than the standard amount of time for any timed assessment (exams, quizzes, compositions, etc). On-ground students are also eligible to take their exam in the OAS Testing Center in order to fully utilize their extended time accommodation. The OAS Testing Center is open from 8:30 AM to 4:30 PM, Monday through Friday, during the Fall & Spring semesters.

Please note: not every student eligible for Use of the OAS Testing Center is eligible for Extended Time on Assessments.

FOR STUDENTS:

Students are expected to take their exam at a time as close as possible to the rest of the class. If there is a timing conflict of an academic nature, such as the extended time cutting into another class or exam, the student can move their exam to the next available time within 24 hours before or after the original in-class time.

In order to activate this accommodation, an eligible student MUST:

1. Provide their current, valid *Academic Accommodation Authorization* document to their faculty member. If the student has not provided their faculty member with their *Academic Accommodation Authorization* document, they are not yet eligible to request extended time for an assessment in that course.
2. **Submit the Exam Request Form at least two (2) business days in advance (by 4:30 PM)** in order to give the OAS staff and the faculty member proper processing time. This does not include weekends or university holidays. Exam requests for Monday must be submitted by 4:30 PM on the previous Thursday, and requests for Tuesday must be submitted by 4:30 PM on the previous Friday. Due to necessary processing time, late exam requests will not be processed and the student must take the exam with the rest of their class.
3. **For students in the Online Programs:** once your faculty members receive your *Academic Accommodation Authorization* document, they will apply extended time to your exams. **Do not submit the Exam Request Form** since you will not be coming to the OAS Testing Center for your assessment.

FOR FACULTY:

The OAS Testing Center is located in the Center for Student Success and is a low-distraction testing environment for on-ground students with this accommodation. Students must have a current, valid *Academic Accommodation Authorization* document to utilize these accommodations. Students test with OAS in the testing center through the following process:

1. The student submits the OAS Exam Request Form at least two business days in advance (by 4:30 PM).
2. Once we receive their request we notify the faculty and collect proctoring instructions and test materials. Faculty must submit the Faculty Exam Information Form to send us proctoring information.
Without the form, we cannot administer your test for you.
3. When the student completes the exam, it is returned to the faculty member by email, delivery on-campus, pick up from the OAS office, or it is submitted electronically if an online exam.
4. **For Online Programs:** once the student's Academic Accommodation Authorization document is received, the faculty member must set the extended time for the student's online exams.

SCHEDULING CONFLICTS:

If students are scheduling the exam for a time other than that of the in-class exam, they are responsible for obtaining permission from their faculty member. The faculty member's approval must be emailed to exams@simmons.edu. Here are the exceptions that do not require faculty approval:

- If you have back-to-back classes, your extended time will conflict with another exam, or your exam time will run outside of OAS operating hours (M-F 8:30am-4:30pm) you may need to schedule your exam earlier or later than your usual class time in order to access the full extended time.
- You should request the **closest possible time to the original exam time** and within 24 hours. See below for examples on how to resolve a scheduling conflict.
- If your request does not meet these requirements, you will be required to obtain and provide exams@simmons.edu with proof of faculty permission in order to schedule your exam at a different time than the rest of the class. This will be at the faculty member's discretion. OAS does not guarantee that your faculty member will grant you permission to take your exam at a different time.

Suggested Guidance for Scheduling Exams with Timing Conflicts (Examples)

Time of In-class Exam	In-class duration	Max duration with extended time applied (In-class duration x1.5)	Max end time	Type of Conflict	Time you should request to start your exam
2:00 PM	1 hr 20 min	2 hr	4:00 PM	Cuts 30 minutes into next class at 3:30 PM	Same day 1:30 PM
8:00 AM	50 min	1 hr 15 min	9:15 AM	Runs outside of OAS operating hours (8:30 AM – 4:30 PM)	Same day 8:30 AM
6:00 PM	1 hr	1 hr 30 min	7:30 PM	Runs outside of OAS operating hours (8:30 AM – 4:30 PM)	Same day 3:00 PM - OR - Following day 8:30 AM

FINAL EXAMS

Students may utilize their extended time accommodation for final exams, however there are some slight differences to the procedure for activating this accommodation.

- 4-5 weeks before final exams week, Simmons Exams will email eligible students a link to the Final Exams Request Form. This is *not* the same form as the one regularly used to schedule exams with OAS. If you do not receive this email by 3 weeks before final exams, email exams@simmons.edu so we can provide you with the link and ensure you are on our email list.
- As with all other exams, students are expected to take their exam at the same time as the rest of their class unless there is a conflict of an academic nature. Personal time conflicts such as travel arrangements are NOT valid reasons for requesting to test in a block other than the class's normally scheduled block.
- **Submit the Final Exam Request Form for *each* final exam by one week (at 5:00 PM) before the first day of Final Exams.** Due to the high volume of exam requests for final exam week and necessary processing time, exam requests submitted after the deadline will not be processed and those students must take the exam with the rest of their class.
- All exams that are normally scheduled for 6:30 PM will automatically be scheduled for 3:00 PM in OAS in order to accommodate your extended time.
- If you have back-to-back exams and your extended time accommodation will cause them to overlap, OAS will adjust the start time of your exams accordingly. For example, if you have a 5-hour exam (with extended time) scheduled at 11:30 AM and another exam scheduled at 3:00 PM, we will schedule your first exam at 8:00 AM and your second at 3:00 PM.

IMPORTANT INFORMATION:

- To qualify for consideration for the *Extended time on Assessments* accommodation, a student must first submit written documentation from an appropriate healthcare professional to the Office of Accessibility Services (OAS). Students are encouraged to request accommodations from OAS prior to the start of the semester or as close to the start of the semester as possible. **Students are not eligible to have this accommodation applied retroactively.** Please note that OAS considers accommodation requests at any time during the academic year.
- The Office of Accessibility Services follows the Simmons University policies and procedures for upholding academic integrity. The OAS Testing Center replicates the standards of the classroom and violations of integrity will be reported to the student's faculty member. The Office of Accessibility Services does not have any influence on the outcome of an academic integrity violation report.

Students and faculty are advised to immediately reach OAS with any concerns about the timing, delivery of, changes to, or appropriate use of the *Extended Time on Assessments* and/or *Use of the OAS Testing Center* accommodations by emailing exams@simmons.edu.