

STUDENT ACCESSIBILITY CENTER

TESTING POLICIES & PROCEDURES (FACULTY)

POLICIES

Testing accommodations are any modifications made to tests or testing conditions that allow students with disabilities to demonstrate their knowledge, skills and comprehension. Students and Faculty can elect to use the SAC Testing Offices for the implementation of any testing accommodations. They can also elect to implement testing accommodations in the classroom, without directly using the SAC Testing Office.

In order to use these accommodations, students must submit a semester request for accommodations each semester. Once the semester request has been approved, students will be able to schedule their exams in Accommodate. **We encourage all students to check the syllabi for their courses and schedule all quizzes/exams/finals as soon as possible.**

- Once students have submitted their semester requests for accommodations, faculty will be notified via email with an accommodation letter.
- It is the student's responsibility to schedule any quizzes/exams/finals with the testing center, through Accommodate. **Students must submit exam requests via Accommodate at least seven (7) days in advance.**
- **Students with evening classes (after 5pm) must email SACTesting@luc.edu regarding scheduling exams 7 days in advance.**
- When students scheduled exams by the 7 day deadline, faculty will receive an automated email from Accommodate listing the students taking their exam. The automated email reminder is sent to faculty 4 days before the exam. Our office will send another email the day before the exam if we have not yet received the materials.
- Students may have conflicts with extended time exams and other courses. **They are encouraged to email their faculty and SACTesting@luc.edu directly regarding scheduling conflicts.** SAC will approve exam times as discussed by student and faculty.
- **Academic Integrity: The Student Accessibility Center follows the University's [Academic Integrity Guidelines](#).** SAC will notify faculty members and Deans regarding any students suspected of cheating. Possible sanctions may include receiving an F or 0 on the exam, the course, or more, as determined by the faculty member, Dean, and/or Provost.
- **Early Policy:** Students cannot begin an exam more than 15 min before the time they have scheduled without faculty permission, due to Academic Integrity concerns.
- **Late Policy: Students that arrive late for exams will not have their time adjusted.** They will be allowed to complete the exam with the remainder of their time, or they will reach out to faculty regarding rescheduling.

- **Sick/Illness Policy:** Students that are currently dealing with illness (i.e. COVID-19, Flu, Norovirus, etc.) will not be able to test in the SAC office, as it places the SAC staff and other students at risk. They will reach out to faculty regarding rescheduling the exam.
- Faculty submit the exam (via drop off or uploaded into Accommodate) at least 48 hours in advance for SAC to proctor.
- **Online Exams:** When scheduling an exam, students indicate whether the exam is in-person on paper, in-person online, or online-remote. **SAC does not currently proctor online-remote exams during the Fall and Spring semesters.**
- **Completed exams are scanned and uploaded into Accommodate for professors to securely access, or made available for pick-up within 2 business days.**
- [Completed Exam Instructions for Faculty in Accommodate](#)
- Completed exams can also be picked up from our offices, M-F 8:30am-5pm.
- **If you have any questions, please contact us at SACTesting@luc.edu.**

*Law and HBSN-Hybrid (Downers Grove) students should continue to coordinate directly with their Deans

PROCEDURES

SUBMITTING EXAMS

1. Submit exams via Accommodate

- Log into Accommodate
- Select Courses
- Select Course Catalog
- Select Specific Course
- Select Exam tab
- Select Add New Exam
- Complete the required fields and upload the exam as an attachment. Please note only one file can be uploaded at a time
- Select Submit

2. Submit in person to SAC

- LSC - Sullivan Center Suite 117, Hours M-F 8:30am-5pm
- WTC - Lewis Towers 414C, Hours M-F 8:30am-5pm
- HSC Maywood - Tuesdays & Thursdays 8:30am-5pm
- Note: if you submit an exam in person, **please submit a proctor form: [Fillable Proctor Form](#)**

SAC LSC Testing hours are 8:30am-5:00pm Monday-Friday.

SAC WTC Testing hours are 8:30am-5:00pm Monday-Friday.

- If you require students to use a blue book or scantron, please submit those materials with the exam and proctor form. SAC cannot guarantee that extra scantrons or blue books will be available.

RETURNING EXAMS

- If you choose to have completed exams returned online, they will be **scanned and uploaded into Accommodate** for you to access. Please allow up to two (2) business days.
- Please follow the link for instructions on how to access completed exams in Accommodate: [Accommodate Instructions for Completed Exams](#)
- If you choose to pick up completed exams, they will be available at the LSC and WTC offices during our office hours.

FINAL EXAMS

- **The deadline for students to submit Final Exam requests is two (2) weeks before the beginning of Finals Week.**
- Students are required to schedule Final Exams according to the [University's Final Exam schedule](#): 9am, 1pm, 4:15pm, or 7pm.
- **Students with evening exams and extended will need to schedule their finals earlier: 1.5x - 6pm, 2.0x - 5pm.**
- The SAC Offices will be open from 8:30am-9pm during Finals Week to accommodate evening exams.
- Students needing to retake finals outside of Finals Week will need to schedule them during our regular office hours M-F 8:30am-5pm.

Important Dates

- Exams should be uploaded to [Accommodate](#), or dropped off to our office, a week before the scheduled final exam. Dropped off exams must have the proctor form attached.
- Please **do not** use inter-campus mail to submit exams.
- If you require students to use a blue book or scantron, please submit those materials with the exam and proctor form. SAC cannot guarantee that extra scantrons or blue books will be available.

Returning Completed Exams:

- Please note that exams may not be readily available for pick up immediately after regular exam completion due to the extended time accommodations. Your patience is much appreciated.
- Saturday exams can be picked up following the final.
- **Completed final exams will be scanned and uploaded into Accommodate for professors to securely access.**

- If you have a TA or another person that can pick up your exams, please indicate that in Accommodate or the proctor form with the first and last name.