



FACULTY ORIENTATION

ACCESSIBILITY SERVICES

Mount Mary University (MMU) is committed to providing equal access to academically qualified students with disabilities. A part-time Director of Accessibility Services addresses the needs of otherwise qualified students with recognized physical, learning, sensory, or psychological disabilities affecting a major life activity (e.g. seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working). Students with disabilities have access to tools and resources that provide them with an opportunity to demonstrate mastery of course content. Mount Mary does not however, offer a specialized curriculum for persons with disabilities, nor specialized disability advisors. Students are required to provide detailed documentation for requested accommodations. The complete policy for students needing accessibility accommodations is located on www.mtmary.edu, or it is available from the Director of Accessibility Services, Sara Sharpe Krenke (Student Success Center, HL 124, (414) 930-3173, or email sharpes@mtmary.edu).

Technically and legally, the only way a student may receive disability accommodations is by presenting the faculty each semester with an accommodation letter from Accessibility Services.

Faculty cannot provide accommodations to any student without an accommodation letter.

However, in cases of emergencies and unexpected illness faculty can certainly make the necessary arrangements for missed exams, quizzes, and assignments. Please contact the Michelle Smalley, Director of Learning Services, office: 414-930-3452.

Accommodation tools and resources are designed to be supportive, and promote the development of self-advocacy skills while maintaining fundamental academic integrity and standards. MMU faculty are encouraged to contact the Director of Accessibility Services regarding questions or concerns with accommodations.

Mount Mary University provides the following accommodation services, but are not limited to:

- Extended test and quiz time
- Semi-private, or private test taking space
- Alternative test format, or alternative options to oral presentations (only with faculty permission)
- Note takers, scribes, readers, transcribing
- Alternative format of class material and textbooks (electronic texts, audio texts)
- Use of computer for essays and short answer exams
- Video and tape recording of lectures, use of a lap top, or calculator in class
- Preferential seating in class, height adjustable tables

- Enlargements of tests, syllabus, and class handouts
- Assistive Listening Devices (FM System), other auxiliary aides, including interpreters
- Adaptive technology is also available for students in the Student Success Center.

THE ROLE OF FACULTY IN ACCESSIBILITY ACCOMMODATIONS

Accessibility Services works closely with faculty, and the Student Success Center (SSC) to ensure optimal accommodation services. Students who are utilizing Accommodations for testing are only able to do so within the SSC – faculty are not allowed to provide accommodated tests within the classroom setting. For any student receiving accessibility accommodations for testing, faculty must complete the **SSC Test Monitoring Sheet** (this form includes the reason for testing, the testing circumstances, the timing of the exams, materials available for student use in the exam, and the test return system). This form is located electronically on <https://my.mtmary.edu>, or a hard copy is available in the SSC. The SSC Test Monitoring Sheet needs to be included with the examination and delivered to the SSC **prior to test taking**. This may be sent to the Director of Learning Services or delivered in the drop box (mailbox) available outside of the SSC.

Students are responsible for making appointments in advance of taking any quiz or exam. Faculty is unable to schedule examinations on a students' behalf. All exam and quiz material is kept confidential. Exams and quizzes are administered and monitored only by SSC staff. For any tutoring and testing questions please contact, Michelle Smalley, Director of Learning Services at office: 414-930-3452, extension 3452, or smalleym@mtmary.edu. For testing specific questions, please email mmu-testing@mtmary.edu.

Effective Fall 2017, MMU implemented **SpaceFinder**, an electronic scheduling system. Students need to use **SpaceFinder** to schedule both Accommodated and Make-up exams and quizzes. Students can access **SpaceFinder** on the bottom of the MMU home page at: www.mtmary.edu, or at <https://scheduling.mtmary.edu/spacefinder>. Detailed instructions on using this system will be published on www.mymtmary.edu. Please contact Michelle Smalley for any additional questions on **SpaceFinder** scheduling. See this link for scheduling instructions: <https://www.mtmary.edu/campuslife/academicsupport/SchedulingAccommodatedTestinSpaceFinder.pdf>

COMPLETING THE TEST MONITORING SHEET

The **Test Monitoring Sheet** must be *fully* completed by faculty and accompany the exam/quiz. Proctors in the Student Success Center (SSC) do not have any access to general class information (e.g. the timing of the exam, testing situation, department information, or materials available for the student to use during the exam). It is the responsibility of faculty to reference a student's Accommodation Letter and indicate what material (if any) are authorized to be used during Accommodated Tests. If faculty is unable to locate a student's Accommodation Letter, they are encouraged to contact the Director of Accessibility Services for additional copies.

Missing or incorrectly completed information on the Test Monitoring Sheet may result in delayed testing, multiple questions to faculty, or denied testing. This is understandably frustrating for both

students and faculty. Please reference the sample below (if needed) to complete the Test Monitoring Sheet.

Student Success Center – AY 2019-20 Test Monitoring Sheet

Instructors: This sheet must be included with every exam and for every student testing in the Student Success Center. Students will review and sign this sheet before taking exam. Students are responsible for scheduling exams/notifying instructors. No exam/quiz will be given beyond the deadline date without verified instructor consent. Please contact Michelle Smalley at smalleym@mtmary.edu or 414-930-3452 for further assistance. Thank you!

Instructor _____ Department _____ Adjunct? Yes/No

Instructor contact email / phone _____

Student: _____ Course Code and Number: _____

Today's Date: _____ Deadline for quiz/exam completion: _____

REASON FOR SSC TESTING

- Student has missed or will miss this exam during class time
 Student receives accommodations for quizzes and/or exams

TESTING SITUATION

- Student must write directly on the exam provided
 Student must use the Scantron provided
 Student must use PC to view or listen to materials
 Student must use PC to type and print exam

For Proctor/SSC staff only:

Start time: _____
End time: _____
Room #: _____

Purse/phone/backpack put
away in locker: yes / no

Testing Sheet reviewed with
student: yes / no

Proctor/SSC Staff signature:

TIMING OF THE EXAM

*Time allowed in class for exam _____ 80 minutes _____

➔ *Students with extended time due to accommodations will have their time adjusted by SSC staff.

MATERIALS AVAILABLE FOR STUDENT USE DURING EXAM

Nothing Notes/handouts/flash cards Calculator Internet Textbook
Other _____

TEST RETURN SYSTEM

Return to the mailroom. Adjunct faculty will have exams returned through the department chair.

Department Chair: _____

Pick up from SSC. All exams will be held in the SSC testing cabinet.

STUDENT AGREEMENT: *I agree and understand that the Student Success Center is required to follow all MMU academic integrity policies. Cell phones, smart watches, and other devices are not allowed in testing rooms. I will conduct myself in a professional manner and follow the test-taking guidelines as indicated on this sheet. I understand that failure to comply with these guidelines may result in a report to faculty.*

Commented [SE1]: This section should never be kept blank – please always note the time allowed to complete the test while in class. The proctor will extend time for a student based on this information.

Commented [SE2]: This is often missed – please reference the Accommodation Letter and note what (if any) materials may be used. If no materials are available during testing, please check “Nothing.” This helps proctors ensure academic integrity should a student incorrectly state that they can use material that they are not authorized to use. This section should never be kept blank.

Commented [SE3]: Note that students are not able to return tests to their faculty. These requests will be denied by the testing proctor.

Adjunct faculty – please delineate the department chair to facilitate a prompt return.

Student Signature

Date

WHEN SHOULD I REFER A STUDENT TO THE SSC?

The Student Success Center (SSC) is place where students and others can receive multiple services. The SSC is located on the first floor of the Haggerty Library at the back of the Learning Commons. Call 414-930-3026 extension 3026, or email at: MMU-SSC@mtmary.edu.

The following services can be found in the Student Success Center:

- Academic advising
- Accessibility services
- Career development counseling
- Academic counseling
- Testing and tutoring (peer and professional)
- Personal counseling
- Service Learning

REQUIRED DISABILITY STATEMENT TO BE ON ALL SYLLABI

A recommendation for the syllabi statement is:

Mount Mary University complies with Section 504 of the Rehabilitation Act of 1973 which stipulates that the University will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations; please see me or Sara Sharpe Krenke, Director of Accessibility Services so that such accommodations may be arranged. To contact Sara Sharpe Krenke: call (414) 930-3173, email: sharpes@mtmary.edu, office: Student Success Center located in the first floor of Haggerty Library (HL), room 124.

Disability information, like any other confidential medical record does not become part of the student's permanent educational record. Disability information is housed (within a locked file cabinet) in the Director of Accessibility Services office unless the student also provides it to another campus department. The Mount Mary University website www.mtmary.edu, our internal electronic system (<https://my.mtmary.edu>), and our MMU Bulletin also contains information on accessibility services.