

## **CANISIUS COLLEGE**

### **Student Academic Support Services (SASS) Proctor Site Procedures and Guidelines**

The Canisius College main site for proctoring exams for individuals with disabilities, as well as make up exams for the general student population, is located in Student Academic Support Services (SASS) in Old Main 004. The main function of the site is to manage ADA academic accommodations for registered students with disabilities. In addition, this site coordinates make up exams that are pre-arranged. The Disability Support Services (DSS) Office notifies professors of students who are registered with the office and provides a list of the appropriate accommodations. If professors are not certain that a student is registered with DSS, they should contact DSS for clarification. Those students who are not registered with DSS may use SASS to make-up exam(s) with their professor's permission and instructions. Common reasons for a professor to permit a make up exam include:

- student illness;
- a death in a student's family;
- international students taking ESL classes;
- intercollegiate student-athletes missing due to a college-sponsored competition;
- students traveling for a college club/organization-sponsored activity.

Due to the volume of exams and the individualized instruction and accommodations that are necessary for some, it is important that appointments are scheduled in advance. To ensure that testing space is available, students are required to inform the office in advance (two to three days notice preferred) of the agreed upon day and time for the exam. In order to meet ADA requirements for academic accommodations for students with disabilities, SASS reserves the right to rearrange days and times of make up exams to accommodate these needs.

SASS has two versions of proctor forms. Proctor forms for students registered with DSS are printed on green paper. Proctor forms for make up exams are printed on gold paper. It is the student's responsibility to provide the professor with a proctor form and let SASS know of the agreed upon day and time for the exam. The professor is responsible to bring the proctor form and exam at the same time to OM 004 prior to the scheduled day and time. The student should only fill out Section I – Student Section of the proctor form. All other sections of the proctor form are reserved for the professor to provide instructions as to how to proctor the exam. These sections include the amount of time the professor is allowing the student to have if it is a make up exam, use of a dictionary\* (hard copy dictionaries are provided by the proctor site), use of a calculator\* (calculators are provided by the proctor site), use of books/notes, etc. as well as a return method for the exam. In the case of a student registered with DSS, the time allotment will be determined by the DSS staff based on the recommended accommodation. SASS is only able to proctor the exam based on the instructions and directions noted on the proctor forms. SASS is able to deliver exams to professor or department offices as long as there is a person available to sign for the exam. SASS is not able to leave completed exams in professors' mailboxes. The proctor site is able to store the completed exams in a secure, locked area if a professor would like to pick it up at a later date. In rare cases, SASS is able to send the completed exam to the

professor via US mail or scan and send electronically. If this is the case, a copy of the original exam is kept in a secure area in OM 004 until verification of delivery has been received.

Students who are taking make up exams are asked to show picture ID and sign an academic integrity form at the time of the scheduled exam. (Students registered with DSS have signed the academic integrity statement and it is kept in their DSS file.) Students are not allowed any electronic devices, including cell phones, ipods, ipads, laptops, etc. into the testing room. The main testing rooms have video cameras that assist with proctoring. Due to number of exams in any given day, multiple testing rooms outside the OM 004 facility are utilized. There is always a live proctor in the room when exams are being administered.

The hours of operation for proctoring exams during the academic year are as follows:

Monday – Thursday	8am – 7pm
Friday	8am - 5pm

Exceptions are made on a case-by-case basis and are determined based on the requirements to meet the ADA.

**\* IMPORTANT NOTICE:** To ensure the highest level of academic integrity, SASS asks that only proctor site issued hard copy dictionaries and calculators be allowed in the testing room. If a professor chooses to alter this guideline by allowing electronic dictionaries or personal calculators, SASS cannot guarantee the academic integrity of the testing process.

If you have any questions or would like further clarification of any of the services or accommodations that SASS provides, please feel free to contact the office at (716) 888-3748.