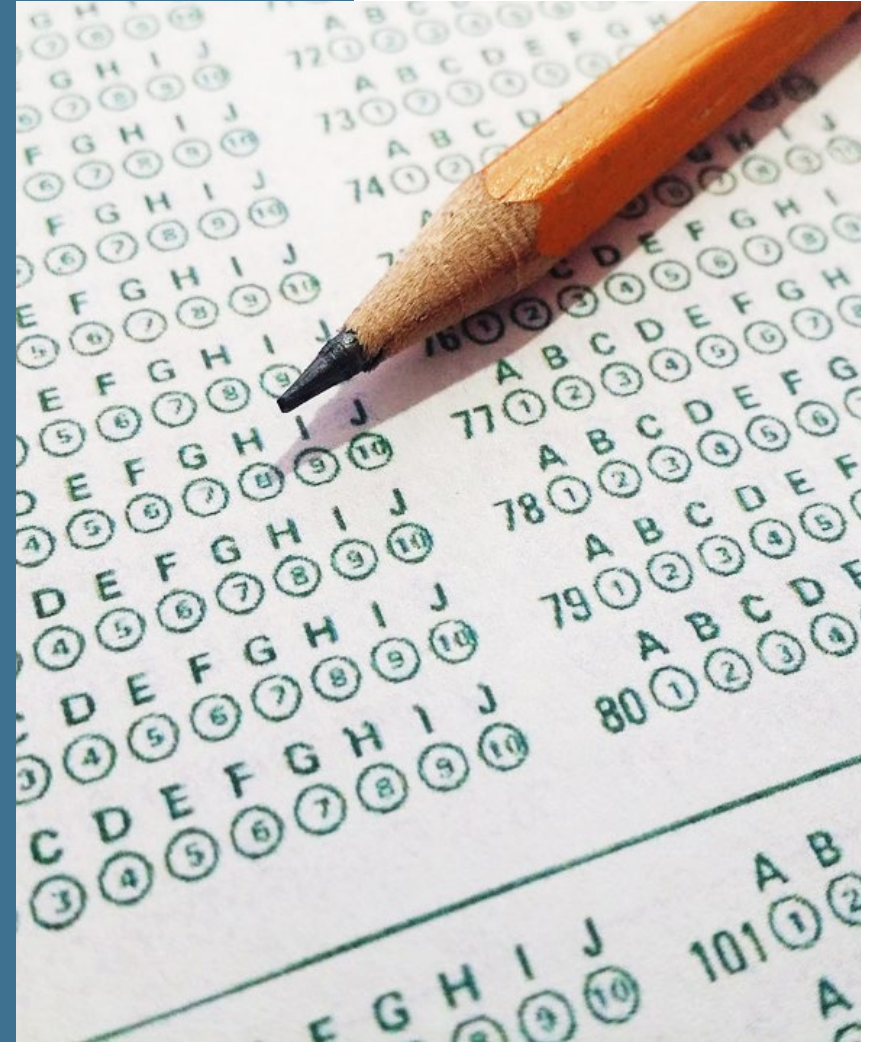


TESTING ACCOMMODATIONS

For questions or concerns:
sastesting@nipissingu.ca



REMINDER

You will not have access to your Testing accommodations or be able to schedule testing in ClockWork until you have:

1. reviewed and approved your Letter of Accommodations and;
2. submitted the SAS Testing Agreement

For instructions, you can refer to the “Intro to Accommodations” resource or visit our [Clockwork Instructions on our webpage.](#)

OVERVIEW

Testing Accommodations are put in place to support students who may face barriers related to written or oral assessments and are available for both in-person and online testing.

IN-PERSON TESTING

- On-Campus
 - scheduling via the ClockWork portal
- Off-Campus (Distance Education)
 - Arranged by SAS (please let us know)

ONLINE TESTING

- not written in person
 - Booking not required
(see below for exceptions)

* In-person testing can be scheduled when online testing takes place with other students or accommodations allow writing in person or with a hard-copy version.

STUDENT RESPONSIBILITIES

As part of receive testing accommodations, eligible students are responsible for:

- signing the SAS testing agreement (**one time only**)
- booking their accommodated testing by the posted deadline
- reviewing on-campus bookings in “my schedule” in Clockwork portal
- monitoring their email for testing updates and reminders
- advising SAS of any disability-related conflicts
- contacting SAS and instructor if unable to complete an assessment
- be prepared to provide SAS with documentation to support a deferral request

ONLINE TESTING

Your instructors will provide online testing accommodations.

Assessments may be delivered via:

Respondus LockDown Browser (LDB)

- LDB restricts access to online resources and is only online proctoring tool supported by Nipissing university.
- Monitoring may be via webcam or in person (in a classroom/computer lab).
- A practice LDB test is available in all courses.
- Limited functions are available for adaptive technology

Unrestricted Browser

- There are no restrictions on accessing the internet.
- Testing is not computer-monitored but may be supervised in person in a classroom/computer lab.
- All adaptive technology functions are available.

WRITING ONLINE

Students are responsible for:

- meeting the technical requirements of the course (ex. using a device with appropriate, up-to-date software)
- doing the Respondus LockDown Browser (LDB) practice test, for applicable courses
- finding a suitable environment to write including booking with SAS if needing to write in person
- contacting SAS to report issues related to accessibility

Online testing **only** takes place in the SAS testing centre **if**:

- The test is in the classroom creating a disability-related conflict. (ex. distraction-reduced space, additional time, voice-to-text etc.).
- Accommodations allow for writing in person or with a paper-copy.

DISTANCE LEARNING

SAS accommodates students in hybrid or distance courses needing to write at a testing centre in their area.

To write any testing in North Bay students should follow the same process as booking on-campus testing, using the ClockWork portal,

For off-campus tests or midterms students should contact SAS to request arrangements.

For off-campus exams, scheduled by the Registrar's Office SAS will arrange for your accommodations in a remote testing centre and contact you with details.

DEADLINES

Deadline dates are found:

- in ClockWork clicking "Book a test"
- on your LOA
- in reminder emails sent by SAS
- throughout B210

After the deadline, let us know if:

- you missed booking some tests/exams
- a new test has been scheduled
- changes were made to your LOA
- you made a booking error in ClockWork


Missing a deadline may limit our ability to fully accommodate you or resolve disability-related conflicts. We will **always** do our best!

DISABILITY-RELATED CONFLICTS

From time to time, students may have a disability-related conflict requiring alternate testing. SAS will work with the student and the professor to support the student.

Possible reasons to make a request include:

- additional time that creates an overlap with classes or other testing
- accommodations allowing for only 1 midterm or exam/24 hours
- restrictions on what time of day tests should be written
- medical or other appointments related to disability
- scheduled testing past office hours

 It is the student's responsibility to notify SAS of any conflicts by emailing sastesting@nipissingu.ca.

BOOKING ON-CAMPUS TESTING

(using the
ClockWork Portal)



[How-To Schedule a Test or Exam \(PDF\)](#)

CONCERNS DURING TESTING

If you believe your accommodations are not provided DO NOT START or STOP as soon as you identify an issue and follow these steps:

ALL IN-PERSON TESTING

Let your proctor know.

ONLINE

Tests, Midterms and
Take-Home Exams

Email your faculty and copy sastesting@nipissingu.ca.

Official Final Exams

Instructions will be provided ahead of exams.

SAS may not be able to advocate for students who choose to continue writing.

POLICIES ON DEFERRALS

If a deferral request is disability-related, SAS can advocate for the student directly with the professor or Registrar's Office. DOCUMENTATION MAY BE REQUIRED;

Tests, Midterms and Quizzes

- Advise SAS of the absence as soon as possible, copying the instructor and AC on any email.
- **Disability-related:** SAS will support a deferral request and make booking arrangements.
- **Other reasons:** Discuss arrangements with the professor and SAS will accommodate an approved deferral.

Official Final Exams

- Contact the SAS Testing Centre as soon as possible and follow the [Nipissing University Exam Policy](#) for Deferred Examinations.
- SAS will work with the Registrar's Office to accommodate SAS students who are approved to defer an exam.

Information about [Deferral of SAS Tests and Exams](#) can be found on our webpage.