

EXAM ACCOMMODATIONS

The student and faculty member should discuss the accommodations when the student presents their **Student Academic Accommodation Request** form to the faculty member.

It is the student's responsibility to communicate with the faculty member that they are requesting exam accommodations. Students are advised by Student Disability Services (SDS) to have this conversation early in the semester (or as soon as an academic accommodation is approved) so both the faculty member and student can coordinate a plan for where the exams will take place.

Unfortunately, SDS is not setup to function as an Exam Center. It is a collaborative effort between faculty, the library staff, the student, student proctors and SDS. These efforts demonstrate our commitment in making sure the student gets their accommodation(s) met.

FAQ for Faculty:

A student in my class needs exam accommodations. What do I need to do?

- I. The faculty member and student need to work together initially to determine if the department can provide the accommodation(s) required at least a week in advance before an exam.
 - If the faculty member AND department are both unable to find a solution, please contact Leah Berte at 515-271-2917 or via email at leah.berte@drake.edu within **2-3** business days to coordinate the exams. If a request is not made in the time frame requested above, the SDS office will not be able to proctor the exam.
 - An Exam Form which can be provided upon request, needs to be filled out providing Leah the following information:
 - Dates of Exams
 - Delivery and return method of exams
 - Time frame that exam needs to be taken
 - Accommodations required
 - Please note that if a faculty member and/or department utilizes our office, we request their flexibility as our office works within the limitations of available library space, the exam taker's class schedule and a proctor's schedule.