



Faculty Contact During Accommodated Testing – Guide for Proctors (SSC)

Using Accommodations for testing in the SSC removes the student from accessing faculty during the examination period. A student may have a need to contact faculty for questions/clarification during the exam.

Procedure for contacting faculty during Accommodated testing in the SSC:

Note: This procedure should only be followed by an SSC Professional Staff member, Tutor, or Proctor. Student Workers or Front Desk Staff are not able to help with this matter due to potential liability with Academic Integrity. If asked, Student Workers and/or Front Desk staff are advised to locate a SSC Staff Member, Tutor, or Proctor for assistance.

1. During testing a student can approach a proctor to obtain assistance for calling the faculty with exam questions. If the original proctor is not available, (e.g. Tutor is the proctor, but she/he is involved in a tutoring session) student should find another SSC employee who can assist in calling the faculty.
2. The student's time outside of testing room for asking questions will not be counted in total extended testing time. Proctors should locate the student's timer and pause the time.
3. Proctors should advise students that faculty is not always available to answer questions during testing, but they can try to contact faculty.
4. Proctor/Employee should take student to a telephone (or office space if available) and proctor/employee makes the telephone call. The faculty telephone is never released to the student.
5. If the faculty is available, student is allowed to ask questions, get clarification and resume testing. As reasonable, student has option to ask multiple questions at different times without a time penalty against extended testing time.
6. If faculty is *not* available by telephone to answer questions during testing time, direct student to make notations of questions on the test, or attach another sheet of paper with question notations to the test.
7. Proctor needs to document all activity on the bottom of the TMS with date and signature.
8. If necessary, Proctor should include any notations/ sheet of paper with questions with the completed test.