Resources for Testing Accommodations

Fall 2018

Below is the procedure for instructors and TAs with students needing testing accommodations.

1. When you have a student who needs an accommodation (often 1.5 time or a smaller testing environment), please schedule a testing room using the new room scheduler: http://psych.colorado.edu/booked/Web/ If you do not have your account password, please talk to Jon Roberts or Ernie Mross.

2) Once a room is assigned either the instructor or the TA needs to meet the student in the main office, obtain a key from Jude, and either bring a copy of the exam or arrange with the instructor to provide one to Jude.

3) It is the TA or the instructor's responsibility to take the student to the room and to stay with the student proctoring the exam. Depending on the room you could either sit in the room or perhaps outside in the hall.

4) Bring the key back to the front desk right away. This is in case another instructor has requested the same room and they can get in without disturbing the other, already testing, student.

At times we have multiple students from different courses taking accommodation exams. Given that there is limited space in these rooms it will be difficult to have one TA/instructor per student. If you arrive at a testing room and more than one supervisory person is present, it makes sense to have just one of you stay (and perhaps call the other person to retrieve a finished exam or finish proctoring if your student is done). In short, it is fine to have just one supervisory person for each room of students but you'll need to sort out the details of how to make that happen.

If it is impossible for the Instructor or TA to provide proctoring coverage for students needing accommodations, we have identified some graduate students as Accommodation Proctors. They have each set aside 3 hours per week when they can provide coverage. To make use of the proctors please:

1) Book a testing room online (http://psych.colorado.edu/booked/Web/) to secure a room. Email the proctor listed below who covers the time period you have agreed on with your student.

2) Communicate directly with the proctor about how you will get the test to him/her, how you want it returned to you, and specifically what accommodations your student has (e.g., 1.5 time etc.).
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jairo Ramos</td>
<td>Max Cantor</td>
<td>Evan Winiger</td>
<td>Spencer Huggett</td>
<td>Helen Strnad</td>
</tr>
<tr>
<td>8-11am</td>
<td>8am-11am</td>
<td>10am-1pm</td>
<td>8-11am</td>
<td>10am-1pm</td>
</tr>
<tr>
<td>Maia Frieser</td>
<td>Kyle Brown</td>
<td>Jennifer Cole</td>
<td>Bogdan Petre</td>
<td>Kayla Siletti</td>
</tr>
<tr>
<td>11am-2pm</td>
<td>11am-2pm</td>
<td>1-4pm</td>
<td>11am-2pm</td>
<td>1-4pm</td>
</tr>
<tr>
<td>Nick Haynes</td>
<td>Louisa Smith</td>
<td></td>
<td>Zach Smith</td>
<td></td>
</tr>
<tr>
<td>2-5pm</td>
<td>2-5pm</td>
<td>2-5pm</td>
<td>2-5pm</td>
<td></td>
</tr>
</tbody>
</table>

The proctors are:

Jairo Ramos  Jairo.Ramos@colorado.edu
Maia Frieser  Maia.Frieser@Colorado.EDU
Nick Haynes   haynesn@colorado.edu
Max Cantor    max.cantor@colorado.edu
Kyle Brown    Kyle.Brown@colorado.edu
Louisa Smith  Louisa.Smith@colorado.edu
Evan Winiger  evan.winiger-1@colorado.edu
Jennifer Cole Jennifer.C.Cole@colorado.edu
Spencer Huggett  Spencer.Huggett@colorado.edu
Bogdan Petre  bogdan.petre@colorado.edu
Zach Smith    zachariah.smith@colorado.edu
Helen Strnad  Helen.Strnad@Colorado.edu
Kayla Siletti  kasi9807@colorado.edu

All proctors: proctors@psych.colorado.edu

4. If none of these options work for you, please contact Disability Services in C4C and ask them to provide a room and help with the testing accommodations. Disability Services has quieter rooms than we may be able to provide.