



## Department of Psychology & Neuroscience

### Resources for Testing Accommodations

#### Spring 2019

Below is the procedure for instructors, TAs, and proctors 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 by selecting the “Testing/Learning rooms” option on the bookings page: <http://psych.colorado.edu/booked/Web/>  
If you do not have your account password, please talk to Jon Roberts or Ernie Mross.

When making the room reservation, please use this format:

“Testing (your name) (# of students)”

Example: **Testing (John)(3)**

It's important to include the number of students so that a large room can be used for multiple exams. If you hover over the room number, you can see how many seats are in the room. Depending on the room size, proctors can either sit in the room or outside in the hall.

2. Arrange where you would like to meet the student (in the main office or the testing room). Arrange with the instructor in advance how you will obtain the exam.
3. At the time of the exam, whoever is proctoring must obtain a key from Jude, unlock the testing room, and bring the key back to the front desk right away. Front office staff should not be expected to be involved in the proctoring other than providing the key to unlock the door.

Things to remember:

-Instructors: If you choose to have your TA administer the special accommodations exam (making them unavailable to proctor the exam to the full class), you can also ask one of the proctors listed below to come to the classroom to help you administer the exam to the rest of the class.

-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 proctor 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. To make use of the proctors please communicate directly with the proctor about reserving a room, getting the

test to them, how you want it returned to you, and specifically what accommodations your student has (e.g., 1.5 time etc.).

Monday	Tuesday	Wednesday	Thursday	Friday
Matt Hartsock 9am-12pm	Kayla Siletti 8am-11am	Louisa Smith 9am-12pm	Julia Salinger 9am-12pm	Nick Haynes 9am-12pm
Kyle Brown 12pm-3pm	Anna Gilmour 11am-2pm	Maia Frieser 12pm-3pm	Hilary Traut 12pm-3pm	Zach Smith 12pm-3pm
	Evan Winiger 2-5pm			

The proctors are:

Matt Hartsock [Matthew.Hartsock@Colorado.EDU](mailto:Matthew.Hartsock@Colorado.EDU)

Kyle Brown [Kyle.Brown@colorado.edu](mailto:Kyle.Brown@colorado.edu)

Kayla Siletti [Kayla.Siletti@Colorado.EDU](mailto:Kayla.Siletti@Colorado.EDU)

Anna Gilmour [Anna.Gilmour@Colorado.EDU](mailto:Anna.Gilmour@Colorado.EDU)

Evan Winiger [evan.winiger-1@colorado.edu](mailto:evan.winiger-1@colorado.edu)

Julia Salinger [Julia.Salinger@colorado.edu](mailto:Julia.Salinger@colorado.edu)

Maia Frieser [Maia.Frieser@Colorado.EDU](mailto:Maia.Frieser@Colorado.EDU)

Louisa Smith [Louisa.Smith@colorado.edu](mailto:Louisa.Smith@colorado.edu)

Hilary Traut [Hilary.Traut@Colorado.EDU](mailto:Hilary.Traut@Colorado.EDU)

Nick Haynes [haynesn@colorado.edu](mailto:haynesn@colorado.edu)

Zach Smith [zachariah.smith@colorado.edu](mailto:zachariah.smith@colorado.edu)

**All proctors:** [proctors@psych.colorado.edu](mailto: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.