Department of Psychology & Neuroscience

Resources for Testing Accommodations

Fall 2018

Below is the procedure for students requiring 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/](http://psych.colorado.edu/booked/Web/) If you do not have your account password, please talk to Jon Roberts or Ernie Mross.

Alternatively, you may email room-reservations@psych.colorado.edu or speak with Jude or Tim in the main office about scheduling a testing room.

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/](http://psych.colorado.edu/booked/Web/)) or email room-reservations@psych.colorado.edu 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.).
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<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>
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<tr>
<td>Maia Frieser</td>
<td>Kyle Brown</td>
<td>Jennifer Cole</td>
<td>Bogdan Petre</td>
<td>Kayla Siletti</td>
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<td>11am-2pm</td>
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<tr>
<td>Nick Haynes</td>
<td>Louisa Smith</td>
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</tbody>
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The proctors are:

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