

GUIDELINES FOR DSPS ONLINE TEST ACCOMMODATIONS ON CANVAS

ONGOING:

- Check your DSPS Faculty Portal for a comprehensive list of student accommodation letters prior to each exam date.
 - **See: Steps for Viewing and Confirming Faculty Accommodation Letters**
- If you have any questions about how to implement an accommodation other than extended time in an online environment, please contact us at dspshelp@sbcc.edu.

3-5 DAYS BEFORE THE QUIZ/EXAM:

- Students are being advised to send you a ***courtesy*** reminder to extend their time on any online testing platform, ***but this is not required for the accommodation to be provided***. Make sure all DSPS students' test time has been adjusted according to the accommodation letter as soon as your test is published.
 - **Setting up extra time in Canvas**
 - Additionally, be sure that the "Available" time for the test matches or exceeds each DSPS student's full extended test time.
- Provide DSPS students with quiz/exam details such as:
 - What does the quiz/exam consist of?
 - Will it be remotely proctored?
 - What are the expected start/end times? Any other applicable deadlines?
 - What will be the class test duration? ***This is important so students can verify whether or not their time has been extended on the day of the quiz/exam.**

THE DAY OF THE QUIZ/EXAM: Be Available!

- DSPS students are being advised to contact you and DSPS immediately, should there be issues with the test settings **BEFORE** they attempt the quiz/exam. Make yourself readily available in case you need to be contacted to make time setting corrections.
- Depending on your reply turnaround time, flexibility with test due dates may be required.
- Please have a compensatory plan in place to accommodate students that start their test and discover that their extended time has not been granted.
- Consider providing DSPS with your personal phone number or Google Voice number.

IMPORTANT NOTICE: Please be aware that when employees use personal mobile phones for work purposes, there is always a possibility that, as a result of litigation, relevant work-related phone contents may be subpoenaed. Should that occur, the phone could be inspected by a third party to identify work-related information relevant to the subpoena. Email can be obtained without inspecting a mobile phone, but texts and records of incoming and outgoing calls may require phone inspection.

- To provide personal contact information to DSPS for test emergency use only, email: Corina Torres, DSPS Service Provider at ctorres5@pipeline.sbccc.edu.

MEDICAL BREAK ACCOMMODATIONS FOR ONLINE TESTS:

In an online testing environment this accommodation can be provided by way of additional extended time. DSPS suggests you begin by adding one increment of 15 minutes to a student's exam time. This is *in addition* to the extension you provided based on their accommodation letter (e.g., 1.5x, 2x). Students are encouraged to touch base with their instructors to determine if more than one 15 minute break will be needed depending on the duration of the exam and the nature of the disability. Additional breaks can be considered and added to the total time allotted for the online test.

If you need any additional support, do not hesitate to contact us via email to dspshelp@sbccc.edu or leave a voicemail at **(805) 730-4164**. Include your name, contact information and availability. During the campus closure we are holding meetings over the phone, via Zoom, or Google Hangouts; let us know your preference. We are happy to help and support you in accommodating our DSPS Students.