

NORTHWEST

MISSOURI STATE UNIVERSITY

TITLE IX AND EQUITY

Accessibility and Accommodations

Exam/Test Proctoring Faculty Resource Maryville

- Proctor requests for an exam/test should be submitted by the student to the Proctoring Center at least 3 working days in advance of the exam date for scheduling. Requests less than 3 days in advance may be considered, but only if the test can be received in time.
- Proctor requests for final exams must be submitted by the Friday prior to Finals' Week.
- Students request a proctored test/exam through the *Accommodate* platform.
- All exams that are issued on paper should be uploaded to the *Accommodate* platform at least 24 hours in advance of the exam. Paper exams will be scanned & emailed directly to the faculty upon completion.
- Instructors are required to fill-out the proctor test information form through the *Accommodate* platform.
- Proctored exams/tests are given at the same time as the other students in the class. If a student requests a different day or time, the faculty will be e-mailed requesting the change. Please respond to the student with approval or denial, and copy proctor@nwmissouri.edu in the email.
- *General questions about proctoring should be sent to proctor@nwmissouri.edu or contact 660.562.1873*

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Accommodations - Faculty Resource

- We provide reasonable living and learning accommodations for students with documented disabilities as defined by the Americans with Disabilities Act.
- The accommodation interactive process includes an accommodation application and supporting documentation from a medical or counseling professional.
- IEP and 504 plans from elementary, middle, or high school may be accepted as *part* of the documentation needed to determine the accommodation.
- **Faculty have access to the accommodation letters for students in their classes in the *Accommodate* platform through two means: 1) faculty receive an e-mail notification and 2) faculty have access to their class rosters with information on students receiving accommodations. Students are always encouraged to talk to their faculty.**
- Short-term illnesses, temporary injuries, or medical treatments are not disabilities, but students may be eligible for temporary services and should be encouraged to visit the Office of Title IX & Equity.
- A student who discloses that they are pregnant must be referred to the Office of Title IX & Equity for accommodations according to the 2024 Title IX OCR guidelines.
- Requests for a change in course content delivery such as moving from on-ground to zoom is not considered a typical disability accommodation, however, it is a mandated accommodation for pregnancy/parenting according to Title IX. It may also be a requested temporary service and is subject to instructor approval.
- For guidance about a specific student situation, please reach-out to the AVP of Title IX and Equity.
- *General questions about accommodations should be sent to ada@nwmissouri.edu or by contacting 660.562.1639*