

# NORTHWEST

MISSOURI STATE UNIVERSITY

## TITLE IX AND EQUITY

### Accessibility and Accommodations

#### Exam/Test Proctoring Faculty Resource Maryville

- Proctor requests for an exam/test must be submitted by the student to the Proctoring Center at least 5 working days in advance of the exam date for scheduling.
- Proctor requests for final exams must be submitted 4 weeks in advance.
- Students request a proctored test/exam by completing a web form on the Title IX and Equity, Accessibility and Accommodations webpage: <https://www.nwmissouri.edu/titleixequity/accessibility/proctoring.htm>
- All exams that are issued on paper must be delivered to our office at least 24 hours in advance of the exam. Paper exams will be delivered back to the instructor.
- Instructors are required to fill-out the proctor test information form that the office sends via email
  - *Tip:* The easiest way to complete the form is to copy and paste the form from our email into your response and edit it from there.
- The proctor test information form is **not** an authorization of testing accommodations as the accommodation has already been approved; it is instructor communication of information needed to administer the test/exam. All instructor information on the form must be completed for each student proctor request.
- Return the form via email to [proctor@nwmissouri.edu](mailto:proctor@nwmissouri.edu)
- 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 student must email their instructor requesting the change. Please respond to the student with approval or denial, and copy [proctor@nwmissouri.edu](mailto:proctor@nwmissouri.edu) in the email.
- *General questions about proctoring should be sent to [proctor@nwmissouri.edu](mailto:proctor@nwmissouri.edu) or contact 660.562.1873*

# NORTHWEST

MISSOURI STATE UNIVERSITY

---

## TITLE IX AND EQUITY

### Accessibility and Accommodations

#### 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.
- Supporting documentation includes recommended accommodations and how the accommodations are remedial to the disability.
- IEP and 504 plans from elementary, middle, or high school are NOT accepted.
- The student must complete the accommodation application each academic year, and may need to re-certify supporting documentation.
- **Students must present an accommodation approval letter to their instructor electronically at the start of each academic year. It will be dated with the current academic year, such as Fall 2021.**
- Approval letters from past academic years cannot be accepted.
- Accommodations do NOT roll over from academic year to academic year.
- Requests for a change in course content delivery such as moving from on-ground to zoom is not a reasonable accommodation and should not be suggested as a learning accommodation.
- Short-term illnesses, temporary injuries, or medical treatments are not disabilities, and do not require the accommodation process. Absences related to those life situations are addressed between the student and instructor.
- For guidance about a specific student situation, please reach-out to your chair or dean who will clarify with the AVP of Title IX and Equity.
- *General questions about accommodations should be sent to [ada@nwmissouri.edu](mailto:ada@nwmissouri.edu) or by contacting 660.562.1639*