Lewis & Clark College

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January 19, 2010

Colleagues,

Please see important information below regarding the role of the office of Student Support Services in proctoring exams for students with documented learning disabilities.

At many small colleges, faculty are required to proctor exams for students with disabilities who are eligible for accommodations. At Lewis & Clark, we are fortunate enough to have a Student Support Services team that is willing to assist faculty in this process. Therefore, students eligible for the accommodation of extended time on their exams can either take the exam with the class, in SSS, or through another predetermined arrangement. If you and the student decide to use the assistance of the SSS office, it is important for you to be aware of and follow their policies and procedures, which are explained below.

- Students sign up to take an exam in SSS at least 1 week prior to the exam and will remind their instructor of this arrangement at that time
- SSS staff will reserve space for a student by scheduling a start and end time to the exam based on the duration of the scheduled time of the class (according to webadvisor) with the addition of the accommodated time. If you make adjustments in the time allotted for the exam, please notify SSS staff directly. The scheduled start time will be indicated in the email you receive from SSS.
- Students must complete their exam by the designated end time and turn in all materials to an SSS staff member. If students arrive late for their exam, they still must turn their exam in at the originally scheduled end time. Because of extremely limited space in SSS, adherence to the start and end times of scheduled exams is of the utmost importance.
- If there are special instructions with an exam (e.g., notes and texts are permitted), those instructions must accompany the exam.
- SSS is not able to proctor exams with listening or oral portions.

Thanks for following these few policies and procedures. We hope that they will provide equitable accommodations for our students with disabilities, while also being fair to the entire student body.

If you are able to proctor an accommodated exam for your student(s), Student Support Services staff can provide you necessary information.

For further information, please check out their website http://www.lclark.edu/offices/student_support_services, where this notice will soon be posted.

With any questions or concerns, or if you are unfamiliar with our system of documenting and accommodating students with learning disabilities, please call or email Rachel Orlansky, the Director of Student Support Services, at orlansky@lclark.edu.

Thank you for your paying attention at this busy time of year.

All best,

Jane

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Jane Hunter

Associate Dean of the College

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