ACCOMMODATED TESTING

Everyone at Purdue University shares the responsibility of making our campus equitable and accessible for all Boilermakers. When it comes to accommodated testing, it is the responsibility of students to request accommodations and the responsibility of instructors to fulfill accommodations.

Here are a few tips to help instructors manage exam accessibility inside their classrooms..

ACCOMMODATED TESTING TIPS

- **Plan the semester with accommodations in mind.** As you prepare for the semester, assume there will be students with testing accommodations in your class. This can help eliminate future hurdles.
- **Reserve extra space.** Find a space at the time of your course's exams to host accommodated testing. Also enlist proctors to oversee these spaces. This will be helpful for students who did not schedule with Purdue Testing Services (PTS) or in the event PTS does not have enough space for all of your students.
- **Remind students to share Course Accommodation Letters (CALs).** Even if students do not plan to use their accommodations, it's important to know which ones may need to be made. That's why instructors should encourage students to submit CALs at the beginning of each semester.

- **Submit Testing Information Forms (TIFs).** Instructors should submit a TIF shortly after receiving a student's CAL. This ensures the student is eligible to test with Purdue Testing Services.
- **Update TIFs for final exams.** As soon as final exam information is available, instructors should update TIFs so students can schedule with their exams with PTS.
- **Track student accommodations.** Keep a spreadsheet with names, accommodations, and exam dates to easily track accommodations in your course.
- **Prepare exams in accessible formats.** The Disability Resource Center's Usable Materials Center can help instructors create accessible materials at no cost. Learn more at *purdue.edu/drc*.

- **Prepare multiple versions of every exam.** This will help you adapt to multiple circumstances — including accommodated testing at various times — while upholding exam integrity.
- **Apply accommodations to Brightspace.** This ensures assignments and quizzes are compliant with a student's CAL and accessible to them.
- **Send reminders to students.** By encouraging students to schedule their accommodated testing with Purdue Testing Services, instructors can increase leverage of this resource.
- **Collaborate with Purdue Testing Services.** Their staff can assist with implementing testing accommodations within your classroom.

If you have questions about facilitating accommodated testing in your classroom, please get in touch with the Purdue Testing Services staff at **TestingServices@purdue.edu** to set up a consultation.