

Sent on behalf of Chelle' Guttery, Director, Accessibility and Disability Resource Center

First, thank you so much for all you do to assist our students. I am eternally grateful for your time and commitment to each student.

Final Exams are quickly approaching. If you have received an accommodation memorandum and/or an exam sign-up for a student in your course, below is what that ADRC needs to administer your final exam

- ❖ The ADRC will be available to proctor exams between 8:00am and 5:00pm the week of finals. Please work with students to take their exam during our hours.

- ❖ Send exams for students to the ADRC no later than 48 university/business hours prior to the exam time. Exams can be delivered by email (adrc@ou.edu), fax (405-325-4491), or in person.
 - University days do not include evenings/weekends
 - If you have a final exam on Monday, May 9th at 10:30am, the exam is expected to be received by the ADRC no later than Friday, May 6th at 10:30am.

- ❖ There are four options for you to deliver an exam. These are for you to bring the exam to the ADRC, for the student to bring the exam to the ADRC, for you to email (adrc@ou.edu), or to fax the exam to 405.325.4491.
 - We kindly ask that if you are bringing your exams in-person that you come between the hours of 10:30am-12:30pm or 3:30pm-5:00pm to maintain social distancing by minimizing the number of persons within the Center. Additionally, these tend to be our slower exam times, which will allow us to more quickly respond when you arrive.

- ❖ Please be sure to include a completed Proctoring Form (attached) with each exam. If a student is taking the exam outside of the published exam times for your course, please indicate the time/date that the student is taking the exam on the proctoring form
 - Please allow your student to take their final at any time that overlaps with the class exam time unless you are giving permission for the student to take their final at a different day/time.
 - For example, if you have a 1:00 PM exam time and you expect the student to take their exam at the same time as the class, please allow students taking their exam at the ADRC to sign up for their exam anytime that will assure that they are taking that exam between 1:00 PM and 3:00 PM.

- ❖ Proctoring Form
 - All exams are to include a completed Proctoring Form (attached to this communication)
 - Include any special instructions, including use of a calculator, notes, etc.

- If the student is taking their exam on Canvas or other electronic media, students will use their own electronic device.

❖ Late Exam Deliveries

- Exams not received by 3:00pm the university/business day prior to the exam may not allow sufficient time for the ADRC to identify and prepare the exam for the student. If sufficient time is not offered and the student is not able to take the exam at the time they have selected, we will ask that you work with the student to identify a time that works with their schedule to take the exam, without penalty.
- If the ADRC has space available at the time the student elects to take the exam, we are happy to administer the exam to the student. If exam space is not available at the ADRC, you are expected to identify a space where the student can take the exam with accommodations.
- We understand that there are extenuating circumstances, and we encourage you to call the Center if there are problems delivering the exam so that we can work with you and the student to identify an alternative time.

- ❖ Although students are encouraged to communicate with you, if you received a formal Accommodation Memorandum from the ADRC with exam accommodations at any point in the semester, please send an exam unless you have communicated directly with the student and they will not be taking their exam at the ADRC.

- ❖ Students are expected to use our sign-up system that will automatically notify the faculty of record of the date and time they have scheduled the exam.

- If you do not approve of the time that the student selects, please contact them to instruct them of times that they can take the exam.
- You are welcome to include the ADRC should you email the student, however, do not email only the ADRC as doing so will delay instructions to the student.

- ❖ There are **two** options for faculty to receive a completed exam. These are for the instructor to pick up the completed exam at the ADRC or for the student to return the completed exam to the departmental mailbox in a doubly sealed, tamper evident envelope.

- If the second option is chosen, please be assured that the exam and proctoring form will be placed inside an envelope, the envelope will be sealed, taped, and either signed or stamped across the seal. This process will make it very evident should a student choose to tamper with the exam
- If there is a specific location that you want the exam delivered, complete information must be added to the Proctoring Form.
- Students are instructed to deliver the exam immediately to the designated location.

- If the student is unable to deliver the exam immediately following completion of your exam, your exam will be held securely by the ADRC until the student is able to do so, and they will be instructed to notify you of the delay

- ❖ Angela Barbour, ADRC's Associate Director, oversees our exam processes and she is available for any questions or concerns. If you have an emergent question and Angela is not available, you are welcome to contact me for assistance. Additionally, detailed information is available on the ADRC website at [ADRC Exam Policy and Procedures](#). Within that tab are [General Exam Processes](#) and [Final Exam Exceptions/Alterations](#).

Thank you again for your support and assistance. I wish you the best for a seamless finals week and a wonderful summer!