



Accessibility and Disability Resource Center

The UNIVERSITY of OKLAHOMA®

24 March, 2022

Hello!

I hope that you enjoyed a restful and restorative break. As you may be aware, the Accessibility and Disability Resource Center (ADRC) is undergoing a much-needed facelift on the external parts of the building, causing an increase in noise levels during testing hours.

To ensure that we are providing our students with the exam accommodations to which they are entitled, we will be temporarily relocating our testing center to the conference area in the Jim Thorpe Multicultural Center (JTMC) at 1620 Asp Ave, effective Thursday, March 24th. Our expectation is to remain in this space until the construction is completed or the semester ends on May 6th.

With this move, it is more critical than ever that you provide all exam materials to our Center at least one full university day in advance of the exam. The ADRC building will be open during this period, and all exam preparation will remain in-house; in other words, exam materials which were not received with sufficient time to be prepared on the day prior will not be taken to the alternate location for administration and will need to be either hand delivered, or you may be responsible for independently proctoring the student's exam with their accommodations at a later date. If it is helpful, many instructors have found that automatically sending exam materials if they have a student with exam accommodations in their class has drastically reduced frustration for all parties and delays in administration; students are still held accountable for [late exam scheduling](#).

Student return and instructor pickup will continue to be the available return methods. Instructor pickup exams may be retrieved from the JTMC until 5:00pm on the day of the exam or at the ADRC the following day. Instructors who prefer to hand deliver their exams may do so at the ADRC prior to the exam date or at the JTMC on the date of the exam.

Please do not hesitate to contact me with any questions or concerns via email at angela.barbour@ou.edu or directly via phone by dialing ext. 5934.

Thank you for your patience and understanding as we undergo this process.

All the best,

A handwritten signature in cursive script that reads "Angela B".

Angela Barbour, M.Ed.

Associate Director, Accessibility and Disability Resource Center