



HOFSTRA UNIVERSITY DIVISION OF STUDENT AFFAIRS SSD NEWSLETTER

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A Letter to Our Esteemed Faculty from SSD Director, Julie Yindra

Dear Faculty,

Welcome back! We hope you've had a smooth first week of the Spring 2012 semester. The SSD staff wishes to take a moment to thank all of you for your cooperation during exams at the end of the Fall 2011. Our staff arranged, proctored and delivered a record 355 final exams!

The office is abuzz with new and returning students' requests for accommodation letters, note-takers and other services. SSD provides services to approximately 500 registrants. Many of you may have already received these accommodation letters from students enrolled in your classes. If you have any questions about how to implement the accommodations required for any of the students in your classes, please feel free to contact our office.

As you may know, one of the most frequently approved accommodations designed to provide equal access for students with disabilities is testing accommodations.

These accommodations may include changing the format of the exam, the location, time frame or conditions of the testing experience, or the manner in which the student provides responses to the exam. To accommodate our students and faculty, SSD staffs a testing lab in Roosevelt Hall, room 301 throughout the semester.

Any exams that require special accommodations can be proctored by our GAs in the SSD testing lab. During final exam periods, due to the large volume of students we need to accommodate: exams are administered in 3 separate locations: 301 Roosevelt Hall, room 245 in the Axinn library, and in various office locations in Memorial Hall. The accommodation letters you've been receiving from qualified students includes a sample "Sign Me Up" form used to register an exam with our lab and an explanation of policies and procedures governing the use of the lab for tests with accommodations.

For your convenience, some of our policies and procedures regarding examinations are as follows:

Notice required for test administration:

1. Registration for individual exam administration requires the submission of a signed "Sign Me Up" form, and is the sole responsibility of the student.
2. During the regular semester, 5 business days notice is required to make arrangements for exams to be proctored by SSD staff. During final exam periods, this deadline is 2 business days prior to the first official exam date. These deadlines are necessary in order for us to provide efficient quality service.

Test Security:

Test security is of the utmost importance to all of us. In order to ensure test security and the integrity of the testing environment, the following regulations and measures are always enforced by SSD staff:

1. All tests provided to SSD are kept secure at all times prior to and after test administration, either in 212 Memorial Hall, or 301 Roosevelt Hall. We encourage all faculty members to either hand deliver exams to our facilities or use our secure email address, ssd@hofstra.edu, to submit exams electronically. To return completed exams, we can scan and email it to your Hofstra email address or deliver it to you to your department or office.

Whenever possible, we ask exams to be signed for, either by the professor or other department personnel. Although we can, if asked, deliver exams to mailboxes or locked offices without having them signed for, this option is less preferable, and we discourage this practice. As always, professors can pick up exams at the testing site.

2. During test administration, the following security regulations are always enforced:

a. All electronic devices are collected from students upon entry into the testing site.

b. When computer use is required as an accommodation, internet access is disabled, unless internet usage is specifically required for taking a test (e.g., tests given via blackboard).

c. While taking exams, students are under direct supervision at all times.

d. If additional breaks are permitted as an accommodation, the exam remains with exam proctors at all times. In certain circumstances, exams may be given to students in sections to further insure test security.

3. All exams completed by students are photocopied by SSD staff to protect the staff, the student and the professor from delivery mishaps. These photocopies are maintained under lock & key in the SSD office, either until the end of the semester, or, in the case of finals, until the beginning of the next semester. If you would prefer that SSD not make photocopies of your exams, please note this on the test registration form and make arrangements to pick up the exam personally at the testing site prior to 5 pm on the day of the test.

We hope that the above information clarifies SSD's testing program policies and encourage any faculty members with further questions or concerns to contact us:

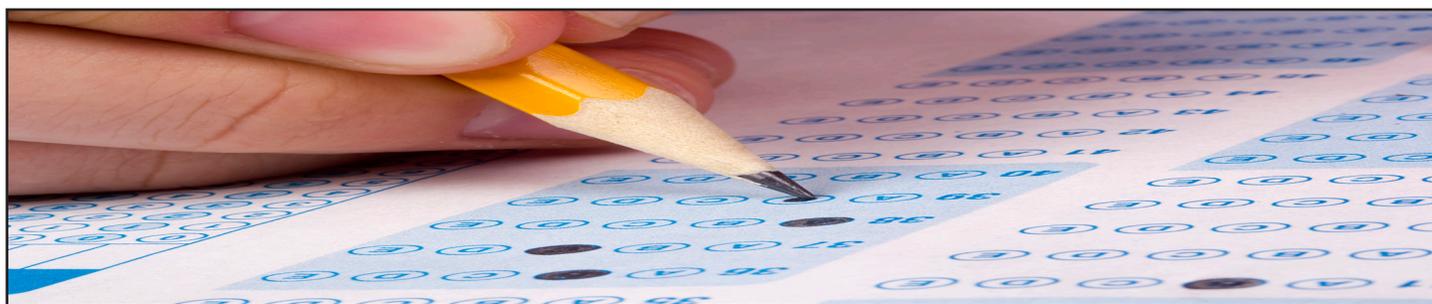
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212 Memorial Hall
516-463-7075
ssd@hofstra.edu

SSD Testing Lab
301 Roosevelt Hall
516-463-5038

We wish you a wonderful spring semester!

Sincerely,

Julie Yindra
Director, SSD



Coming Soon....

SSD Testing Lab Hours of Operation

Currently, SSD staff is available for test proctoring during regular business hours, Monday-Friday, 9:00 am to 5:00 pm.

In an effort to meet the needs of a growing number of students taking evening classes as well as the faculty teaching them, SSD is happy to report great news! Very shortly, we will be staffing the office and providing services during extended evening hours. As soon as these arrangements have been made, we will let you know.

Alternate Exam Times

1. Tests will typically be administered at the same time that the rest of the class is taking the test. There are, however, occasions when this is impossible. In those circumstances, every effort will be made to arrange a testing time that is as close as possible to the actual testing time for the class, overlapping with the class test administration time whenever possible.
2. When an alternate time is necessary, faculty will always be given advanced notice by the student.

The student will present an "Alternate Exam Time" form to the professor at the time that exam arrangements are being made.

3. The SSD staff understands that alternate testing times may be an inconvenience to professors and will avoid this circumstance if possible. However, in order to provide the necessary extra time to which many of our students are entitled, this may occasionally be required.