



**MEMORANDUM**

**TO:** Hofstra Faculty  
**FROM:** Student Access Services (SAS)  
**RE:** Testing Accommodations

---

In some cases, students with disabilities are entitled to accommodations related to administration of examinations. These testing accommodations modify the way an exam is administered to students in a specific manner. Typical testing accommodations include extended time to complete the exam, alternate format, e.g. large print, a smaller proctored environment, and the use of computer to type the exam.

Such testing accommodations can either be provided directly by course instructors or by SAS. Many instructors have been able to and prefer to coordinate these accommodations with assistance from their teaching assistants. If faculty members choose to provide accommodations, they must be prepared to:

- ❖ Provide an appropriate testing environment which provides a dedicated testing space that is quiet and offers minimal distractions and the ability to take and complete the exam uninterrupted;
- ❖ Ensure that students with disabilities have the same exam opportunities and resources as all other students; for example, the opportunity to ask questions related to the exam questions.

Alternatively, SAS may administer your exams. The staff at SAS is equipped to administer exams in an appropriate and secure manner. We are fully committed to upholding the University's academic integrity. To arrange testing accommodations through SAS, students have been instructed to notify us at least **one (1) week** prior to the exam date. This lead time is necessary so that SAS can secure space, proctors, and possibly readers and scribes to assist with administration of the exam. SAS also requires that the 'Sign Me Up' form be completed by the student and submitted to the instructor for review and signature. Please be sure to review all of the information on the form to ensure the exam can be administered to your specification. A copy of this form is enclosed for your reference.

All exams must be available to SAS at least one day prior. Exams can be sent via email to [ssdtesting@hofstra.edu](mailto:ssdtesting@hofstra.edu) or by fax to 516-463-7070 or dropped off at the SAS office in 107 Student Center. If during the exam, you provide the class additional instructions or make modifications to the exam, please contact SAS by [e-mailing ssdtesting@hofstra.edu](mailto:ssdtesting@hofstra.edu) or calling 516-463-5038 so that we can alert the student of such changes. If you intend to administer a blackboard exam as part of a Distance Learning course, contact our office for further instruction.

Please contact SAS at 516-463-5038 or via email [at ssdtesting@hofstra.edu](mailto:ssdtesting@hofstra.edu) should you have any questions regarding the provision of testing accommodations for students with disabilities. We look forward to partnering with you to ensure that Hofstra students with disabilities have equal access to the University's programs!