

Testing in Office of Disability Services – Faculty Guidelines – Fall 2020

Fall Office hours: MW 9am to 5:30pm (closed 12:30 to 1:30pm) & TRF 8am to 4pm

In-person accommodated testing services will be available to Office of Disability Services (ODS) students taking on-campus or online classes that require reader assistance support, dictation software support, and/or time extensions.

Seating capacity is reduced to six (6) testers per day (3 seats available in the morning and 3 seats available in the afternoon) to maintain social distancing and allow adequate time for proper sanitization of surfaces.

In-person testing is **BY APPOINTMENT ONLY** (no walk-ins or exceptions) and must be scheduled by the student five (5) days in advance.

To schedule appointments, call 513-569-1775 or email disabilities@cincinnatiastate.edu

Information for Faculty

- Accommodated testing should continue to be conducted online and/or remotely with time extensions for testers, as appropriate.
- The Office of Disability Services will send a courtesy email to the instructor five (5) school days in advance to inform instructor of student in-person testing request.
- Testing materials and test proctoring instructions should be sent to Disability Services via email (for applicable campus location) a minimum of three (3) school days in advance of the test appointment.
 - Clifton Campus: examdrop@cincinnatiastate.edu
 - Middletown Campus: CSMTest@cincinnatiastate.edu
 - Harrison Campus: examdrop.har@cincinnatiastate.edu
- Due to reduced test seating capacity, if possible please provide flexibility for testing dates/times to help ensure students are able to receive accommodated testing.
- Completed paper tests will be scanned and emailed to the instructor. Scantron forms will be returned by the student in a sealed, stamped envelope.

Information for Students

- Schedule in-person testing appointments five (5) days in advance. Call 513-569-1775 or email disabilities@cincinnatiastate.edu.
- **ON CAMPUS COURSES:** Student must inform the instructor of intent to test in ODS at least five (5) school days before the scheduled test. This process must occur for EACH test scheduled for the Office of Disability Services.
- Students may schedule in-person testing appointments for up to three (3) weeks at a time.
- Students are expected to comply with all safety directives conveyed by ODS staff, which include wearing a mask, social distancing, or other safety protocols.

Information above is subject to revision. If you don't see the information you need, please contact ODS at 513-569-1775 or disabilities@cincinnatiastate.edu for assistance.