**SASS Guidelines for Proctoring Tests**

**SASS interim offices are located in Peirce Hall (3rd floor)**

Many of the students SASS serves have testing accommodations (most common are extra time, minimally distracting environment and/or use of one of our internet disabled laptops). Typically we have provided proctoring support but in our interim office in Peirce Hall, we will have minimal proximate space in which to proctor tests. For this reason we are asking faculty to help us out by proctoring tests when possible. Here are some suggestions/requests:

**If Faculty Member Is Proctoring**

1. When you get notice from us that a student has a testing accommodation, please initiate a conversation with the student if they do not approach you to discuss how testing will take place. First Years may require an extra nudge.
2. If you can proctor, set a time and place that you and the student agree will work. If the student needs an internet disabled laptop, they should contact Emily Wise ([wisee@kenyon.edu](mailto:wisee@kenyon.edu)) to reserve one. Good options for spaces may include an adjacent classroom or lab that is not in use or your office. Ask the student about ways to cut down on their particular type of distraction. Noise muffling earphones (SASS has some) may, for example, be very helpful. Often students know exactly what they need and are our best guides.

**If SASS is Proctoring**

1. If you and the student decide that SASS needs to proctor the test, please urge the student to sign up as early as possible. **We require** **at least 5 school days’ notice** and because of our new set up this is even more important. We will be stressing this to students, but you can help us by reinforcing that. Links for both the student proctoring request and the faculty confirmation google forms are located on the SASS website at:

https://www.kenyon.edu/directories/offices-services/student-accessibility-support-services/how-to-request-services/

1. After we receive the student’s proctoring request, SASS will send you a link to the **Faculty Confirmation Form** which allows you to tell us important information about the length of the standard administration, equipment allowed, etc.
2. Since students should know all test dates once they receive their syllabus, encourage them to request proctoring for the entire semester. This will allow us to reserve space and arrange for a proctor. As always, we will do our best to have the time of the proctored test overlap with the standard administration. This may not always be possible because of a student’s class schedule or space and proctor availability. The sooner we know what is being requested the sooner we can let you know if the proctored test time will not overlap so that you can adjust the test if necessary.
3. After we receive both the student request and the faculty confirmation google forms, we will contact you to confirm testing arrangements and ask for a copy of the test. Since we will be using outside proctors and since some exams will not be occurring in Peirce where the SASS offices are, **we must have the test at least one day prior to the scheduled test date**.
4. We will continue to return completed tests in interoffice mail and digitally, if this is a possibility, based on the choice made on the faculty confirmation form. We can no longer mail blue books in interoffice mail because these are very difficult to photocopy well and we cannot risk losing an original test. Once the student has completed a blue book test, we will notify you so you can pick it up on the 3rd floor of Peirce.

*Please note: The use of the word “test(s)” in this document represents tests, quizzes and exams.*

Regardless of whether you will proctor or would like SASS to, please do not hesitate to be in touch if we can help.

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* Emily Wise, Administrative Assistant and proctoring coordinator ([wisee@kenyon.edu](mailto:wisee@kenyon.edu))

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