



DRC Office and Test/Exam Process

Dear Faculty:

Greetings and welcome back! Hope your Christmas and New Year's holiday went well considering the tragic impact of the current pandemic. Thank you for working with our students during the Fall '20 semester.

As we prepare to serve our students this semester, our office incorporated a few things in respect to social distancing, proctoring tests/exams, wearing a mask, and other health and safety measures being implemented by the university. We hope to continue relying on your support to our students, and connecting with our office.

We are implementing the following processes as we prepare for the semester:

1. All approved accommodations will apply for both online and remote courses. Course materials and exams should be accessible. The office of online learning has done a great job providing online access training to faculty and is the right resource, if you have any questions regarding this important topic (onlinelearning@southernct.edu)
2. We encourage faculty to contact our office via email or phone, as we try to control physical access to our office per social distancing. Our email is drc@southernct.edu. Our phone number is 203 392 6828. We can also schedule a teams or webex meeting, if needed
3. Our testing room is open and available for in-person tests and exams, if needed. Students will follow the new Accommodate sign-up process (students are encouraged to sign-up seven days before test date) and notify you of their intent.
Online tests/exams- The DRC will have limited capacity to proctor online tests and exams during the semester. Faculty are required to contact our office first, to determine if any spots are available and what our office requires from faculty.
4. This semester, we will start using the new Accommodate platform to send accommodation letters to faculty. We hosted training sessions for faculty and students last semester and more are scheduled this spring before the semester begins (notices have been emailed by the provost to all faculty). Students will also use this platform to request their letters and sign-up for tests/exams at our office. There is also online training available for faculty at <https://inside.southernct.edu/drc/accommodate>.
5. Exams and tests should be sent to our office at least 48 hours before the scheduled exam date using the Accommodate platform (**preferred**). We can scan and email completed exams to you (**preferred**), upon request. You are also free to follow the current process of having the student

deliver the completed test/exam to you or you can pick it up at our office. Please indicate your preference on the Accommodate exam form.

6. As the campus implements the required facemask policy, our office will review student requests for exceptions based on a qualifying disability. We will review such requests as we normally do any accommodation request; bearing in mind, campus health and safety, and state laws. If any requests are approved, the student's accommodation letter will be shared with you. Approved accommodations may include; using alternate face coverings, face shields, online alternative if available etc. If you have any concerns, please let our office know as soon as possible
7. As the semester starts and things evolve, we will provide you with updates, as needed.

Thanks again for all you do for our students, welcome back, and stay safe.

Sincerely,
Goldie Adele, M.S., J.D.
Director