

Exam Dates Flexibility Agreement

Student's Name:

Winthrop ID#: W

Student's Email:

Instructor's Name:

Instructor's E-mail:

Course Name:

Course #:

Section #:

Section A: Deadline Extensions for Exams and Quizzes

What is the timeline allotted for making up exams and quizzes? (e.g., the student will have 4 business days to make up exams and 4 business days to make up quizzes.)

Section B: Interactive Process

By signing below, both the student and instructor have agreed to this plan. The student also agrees to:

1. Only use this plan for documented disability-related reasons.
2. Maintain prompt and regular communication with the instructor concerning the need to utilize the accommodation related to exams and quizzes.
3. Contact the Office of Accessibility if assistance is needed when working with the instructor, if the instructor wants consultation during this process, or if the student and instructor are unable to come to an agreement.
4. Contact both the instructor and the Office of Accessibility in advance if the student suspects that they will not be able to meet the terms of this agreement.
5. Be held to the course policies stated on the syllabus and program professional standards in the event that the student is unable to meet the terms of the agreement and no revisions to the agreement have been made.

Student's Signature:

Date:

Professor's Signature:

Date:

*** Since the Office of Accessibility has documentation on file that confirms that a student's disability may impact testing, no additional documentation (e.g. a note from the student's medical provider) needs to be submitted to the instructor. ***

Exam Date Flexibility Planning Tool

Dear Instructor,

Some students are registered with the Office of Accessibility (OA) as having a disability with random acute episodes that may affect their class attendance and productivity. These students are **granted a reasonable amount of flexibility with exam and quiz dates as an accommodation.**

The role of attendance and testing varies from course to course, so it is important for you, the student, and OA to discuss how modifications will be handled in your course. OA staff is available to facilitate these conversations and to answer questions as they arise.

Please complete the following steps:

- 1. Read through the guidance below.**
- 2. With the student, discuss potential flexibility** to the course's relevant content to find a balance of the student's needs and core course requirements.
- 3. If you and the student cannot easily agree on a balance** (e.g. the conversation becomes a debate or protracted negotiation), **either you or the student should contact OA for consultation.**
- 4. Once an agreement is reached, complete the Exam Dates Flexibility Agreement.** You and the student need to sign the agreement (if you and the student choose not to complete this form, please document your agreement in a way that is conducive to you both).
- 5. The student should return the plan to OA at the beginning of each course or ASAP after registering with OA via oa_team@winthrop.edu.** OA will then send a digital copy to the instructor and student via email.

Guidance for Determining Reasonable Modifications

Reasonable flexibility can be determined by analyzing the course design. **Modifications should not compromise the essential design and learning outcomes of the course.**

During your analysis, we ask that you consider the following questions:

- What does the syllabus say about missed testing dates?
- How have you made exceptions to these policies in the past?
- Is there any flexibility regarding testing dates already built into the course?
- Do instruction and learning rely on specific elements from previous testing?