

**Exam Dates Flexibility Agreement**

Student's Name: \_\_\_\_\_ Winthrop ID#: W \_\_\_\_\_

Student's Email: \_\_\_\_\_

Professor's Name: \_\_\_\_\_ Professor'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., 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 professor have agreed to this plan. The student also agrees to:

- Contact OA if you need assistance working with your instructor, your instructor wants consultation in this process, or if you and your instructor are unable to come to an agreement.
- Contact both their professor and Office of Accessibility in advance if the student suspects he or she will not be able to meet the terms of this agreement.
- Be held to the course policies stated on the syllabus and program professional standards in the event that they are unable to meet the terms of the agreement and no revisions to the agreement have been made.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Student should forward the signed agreement to Office of Accessibility Staff to initiate the agreement!**

## Exam Date Flexibility Planning Tool (Instructor)

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 this modification 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 requirements.
- 3. If you and the student are unable to easily agree on a balance** (i.e. 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.
- 5. The student should return the plan to OA within the first 2 weeks of the course or ASAP after registering with OA.** 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. **These 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?
- Does instruction and learning rely on specific elements from previous testing?