**SAS TESTING POLICY & SYLLABUS RECOMMENDATION for FACULTY**

# **Testing Services and Availability**

1. All testing services require **five** (5) working days’ advance notice from the exam date.
2. SAS testing services are available to assist and facilitate the proctoring needs of all academic departments at College of Marin. They are provided, at SAS staff **discretion**, in the SAS Testing Center or at the Assessment and Technology Center after a counselor has determined that the student's testing needs cannot be met in the classroom. Accordingly, proctoring services provided by SAS. Any department of faculty member follow the same procedures and policies regarding test integrity found in the classroom.
3. The proctoring of exams are a courtesy that SAS warmly extends to instructors to aid their respective academic departments in meeting their institutional ADA obligations.  More precisely, testing services are not required to be housed within SAS and any department or faculty member wishing to provide ADA compliant testing services are enabled and welcome to do so as long as they adhere to any applicable state and federal laws.

# **Contacts, Communication and Forms**

1. All tests for SAS students should be sent via email to sastesting@marin.edu and cc'ed to our Testing Coordinator, Xzarrehparvar@marin.edu. Alternatively, they can be dropped off at the SAS main office or sent via Internal campus mail to "SAS – Testing." These exams must be received at least **five (5) working days in advance of the exam date** in which a student is scheduled to take it with SAS.
2. Completed tests will **only** be returned through official college communication channels which includes intercampus mail or a designated COM email account. Please be advised that to ensure the integrity of the exam process, completed tests will no longer be provided outside of official college channels including regular USPS mail, hand-delivery to individual instructors offices and/or emailed to personal instructor or departmental email accounts.
3. Again, tests may not be processed if SAS receives them later than to **five** (5) working days’ notice. Should an instructor be delayed in creating and/or delivering an exam to SAS which precludes the standard **five** (5) day notice and barring any other communication, SAS will expect that they will provide ADA compliant testing accommodation h/herself.
4. Because of privacy law, **all correspondence** regarding students with disabilities must be made **through the instructor’s COM email**.  Should instructors have questions about any specific student’s accommodation, then h/she should contact the requesting student’s SAS counselor. Each student’s SAS Counselor is noted on that h/her accommodations request form.  If that form is not immediately available for reference, then the instructor should feel free to contact SAS Director or the Dean of Student Success.
5. **Syllabi Recommendations which Increase Access**

When preparing a new syllabuses or updating an old syllabus, please address the below items in terms of testing:

1. Clarify difference between tests and quizzes.  Like tests, quizzes must be accommodated.  However, quizzes by definition offer a brief (typically 5-10 minutes) check-in regarding a student’s knowledge. They are not intended to be a comprehensive assessment of subject matter competence like an exam (typically 60-120 minutes).
2. Clarify how much time is allotted to complete an exam and quiz.  This is important because an SAS student with a double time exam accommodation, could ask for months to complete an exam which does not have a definitive completion time detailed in the course syllabuses.
3. Clarify how quizzes will be provided to students.  For example, quizzes 5-10 minutes in length will be provided to students with an accommodation, 15 minutes before the beginning of the class session in which it is planned.