# Adaptive Technology Lab (AT Lab) – Frequently Asked Questions from **Instructors**

## What should I do if one of my students has accommodations for extended time only?

**Answer:** Communicate with the student and plan accordingly. If possible, provide extra testing time in the classroom. If you are not able to provide the extra time for your student, please contact Dr. Fran Apfel at [fapfel@ncc.commnet.edu](mailto:fapfel@ncc.commnet.edu)**.**

## My student has accommodations for taking tests outside of my classroom (in AT Lab). What is my responsibility?

**Answer:** Let students know the exam dates and times ahead of time. Students with AT Lab testing accommodations must submit their testing requests in the Accommodate student portal at least 7 days in advance. Step-by-step directions are available in the [How to Submit a Testing Room Request guide](https://ctregents-my.sharepoint.com/:b:/g/personal/01995632_ncc_commnet_edu/EeIsu3N-iEVEtBXSwZtvKssB22J8v6LrlVDNoZeU3_6fMw?e=LeGCPU).

* Once the student submits a testing room request, you will receive an email with details about the pending request. When the request is approved by an AT Lab staff member, you and the student will receive a confirmation email.
* Faculty should log into Accommodate to answer the faculty questions once the request is approved.

## If my student is scheduled to test in the AT Lab. When and how do I submit the testing materials?

**Answer:** You may upload the exam into Accommodate, drop off the exam to the AT Lab (W209j), or email the exam to [NK-AdaptiveTechLab@ncc.commnet.edu](mailto:NK-AdaptiveTechLab@ncc.commnet.edu)**.** Please provide the exam 24 to 48 hours in advance, including exam instructions and information on when/how you will be pick up the student’s completed exam. If testing is scheduled for Monday, please provide the exam by Thursday.

## What is the student’s responsibility for requesting testing in the AT Lab?

**Answer**: During the first few days of the semester, students should review their course syllabus, highlight the dates of all tests and quizzes, and review their accommodations. Then students should submit requests for tests and quizzes for the entire semester to ensure space is available in the AT Lab.

* At a minimum, students must request testing appointments 7 days in advance. For midterms and finals, 2-3 weeks beforehand is strongly recommended. Please note: if space is not available in the lab, alternative test dates will be worked out.
* If the student needs to test at a different day/time than when you are giving the exam, they need to get approval from you.

## Are students required to use the testing accommodations listed in their Accommodation Letter?

**Answer:** They are encouraged to do so, but not required. If they do not use them initially, the student may change their mind throughout the semester.

## What if the student chooses to take the test in the classroom instead of the AT Lab, what are the responsibilities of the faculty member at that point?

**Answer:** If the student takes the test in the classroom, the student takes the test in the same manner as the other students. If a student has extended time and you are not able to accommodate, please contact Dr. Fran Apfel at [fapfel@ncc.commnet.edu](mailto:fapfel@ncc.commnet.edu).

## What if a student did not submit a request to test in the AT Lab but shows up on the day of the exam?

**Answer**: If a student shows up to the AT Lab and is not on the testing schedule that day, an exception may or may not be made. If testing materials have been sent in advance and space is available, the proctor may be able to approve at the last minute. If not, the student will be advised to work with you on another option for completing their exam.

## What happens if a student fails to show up for a testing appointment in the AT Lab?

**Answer:** The AT Lab staff will email both the instructor and student.Overall, the student would be treated the same as all other students per your policy.

## What happens if I give pop quizzes? What should I do since students can’t schedule in advance to take it in the AT Lab?

**Answer**: Notify us at [NK-AdaptiveTechLab@ncc.commnet.edu](mailto:NK-AdaptiveTechLab@ncc.commnet.edu) or stop in at W209j at least one week in advance. The following will be needed: student name, date & time of pop quiz, testing materials, how much time you are giving the class to complete the quiz, and details about when you will be picking up the completed testing materials.

Once coordinated with AT Lab staff, send the student to the AT Lab the day of the quiz. We will accommodate the student and record the appointment in Accommodate after the student completes the quiz in the lab.

## My class takes place outside of the AT Lab testing hours. What does that mean for my student?

**Answer:** Students should coordinate with you to determine the best solution. If they cannot test with you, they can submit a testing request 7 days in advance during our testing hours which are generally Monday through Thursday from 9:00am to 4:00pm.

## How do I extend time for quizzes and tests in Blackboard?

**Answer:** To adjust time in Blackboard, please review this CSCU instructional video: [Time Accommodations for a Student Taking a Test in Blackboard](https://www.youtube.com/watch?v=Ei8TZaWFJvo)