Date: March 9, 2015

To: All NCCU Faculty

From: Kesha Lee, Director
   Office of Student Disability Services

Re: Accommodate System and Testing Accommodations for Students with Disabilities

The Office of Student Disability Services (SDS) is pleased to inform all faculty of the new online software management system called Accommodate, by Symplicity Corporation. Accommodate is designed to allow students to request reasonable accommodations according to the Americans with Disabilities Act (ADA) based on a documented disability and/or chronic illness. The new system was implemented in January 2015. Faculty will now receive an automated email message from nccu-accommodate@symplicity.com, which will notify the student and all faculty of the approved accommodations for the semester. The students will no longer present each professor with a hard copy of the accommodations letter. Students are still expected to meet with each professor to ensure that she or he has a clear understanding of the approved accommodations. Faculty members are welcome to contact the SDS for questions or concerns regarding this new online testing system calling the office at (919) 530-6325.

Proctoring exams for students with approved testing accommodations is a significant role of the SDS. If students are approved for testing accommodations, testing accommodations of extended time and separate setting can be provided in two ways:

1. Proctored by the professor within the department
2. Proctored by the staff in the Office of Student Disability Services

We look forward to proctoring exams for registered students to support each professor. We require that students request their testing appointment with SDS three business days in advance using the Accommodate system at https://nccu-accommodate.symplicity.com/students. The SDS staff will then request the exam and a Testing Instruction Sheet from professors at least two business days in advance to ensure that we are proctoring the exam using the same conditions as noted in the classroom setting. According to the new procedure, if the exam is not provided to the SDS office via email, fax or hand delivery by 5 p.m. on the day before the exam is to be proctored, the faculty member will be required to proctor the exam within 72 hours. The make-
up exam must be proctored under the required conditions according to the ADA accommodations granted to the student (i.e. correct amount of extended time and separate setting). This will ensure that the testing procedure is efficient in order to provide excellent customer service to every student. Exams should be delivered to the SDS Office by email, fax, hand delivery or through the Accommodate System. If there are questions regarding the process for testing accommodations for registered students, please contact Birshari Cox, Testing Coordinator at bcox@nccu.edu or (919) 530-6135.

Thank you in advance for your support and cooperation.

Cc: Dr. Harvey McMurray, Chair of Faculty Senate
    Dr. Miron Billingsley, Vice Chancellor of Student Affairs
    Dr. Johnson Akinleye, Provost and Vice Chancellor of Academic Affairs