CSD's Fall 2024 Final Exam Guidance for Faculty

With Fall 2024 Finals quickly approaching, we are providing some guidance on final exam procedures for students with approved testing accommodations. Please be sure to reiterate this information to your students.

- **Exams taken remotely should <u>not</u> be scheduled at the CSD.** If your final exam will be a 'take home' version or given remotely in a location of the student's choice, students should ***<u>not</u>*** submit scheduling requests with the CSD. Please coordinate accommodations (i.e., 2x) directly with your students. Please contact the student's Disability Service Professional (DSP) if you have any concerns.

- If the instructor/TA can provide the student's testing accommodations on the final exam, there is no need for the student to schedule with the CSD.

- <mark>*NEW beginning Fall 2024:</mark> Students taking their exams at the CSD **must** submit their requests to take a final exam at the CSD through MyAccess, the online system, <mark>***at least two weeks (or 14 days) in advance of the final exam date***</mark>. MyAccess can be accessed from the CSD's website homepage or directly at /www.csd.uconn.edu or directly at https://csd.uconn.edu/myaccess

Exam Date	Final Day to Submit Scheduling Request
Monday, December 9th	**Monday, November 25th**
Tuesday, December 10th	**Tuesday, November 26th**
Wednesday, December 11th	**Wednesday, November 27th**
Friday, December 13th	**Friday, November 29th**
Saturday, December 14th	**Saturday, November 30th**

- **CSD anticipates reaching seating capacity and may not be able to assist with all final exam requests.** If CSD reaches capacity and the instructor has flexibility, we will do our best to schedule the student for an alternate day/time.

- The CSD will be open extended hours (beyond 5pm) to administer all exam blocks during finals week.

- If students are **approved for extended time and have exams that are in back-to-back time blocks on the same day, they should <u>first</u> contact their CSD DSP via email.** CSD will verify exam information and submit a completed Request to Reschedule Finals Form to the Dean of Students office. **DOS will notify you and the student that an exam is approved to be rescheduled.**

- CSD will be using in-person graduate proctors and live video proctoring to ensure the academic integrity of exams. No video will be recorded or stored. Incidents of possible alleged academic misconduct will be reported to the instructor and the Office of Community Standards.

- If your final exam will be administered using an online platform, your students **must bring their own device (laptop or tablet) to the CSD to take their scheduled final.**

- Final exams should be dropped off at the CSD office or uploaded to your [MyAccess portal](#) **_at least 48 hours in advance_** of the final. Given the extensive preparation, we would greatly appreciate receiving your final exam as early as possible.

- **If your final is scheduled for Monday, December 9th, please have the exam uploaded by Friday, December 6th at noon.**

- The CSD offers the following return options:

  1. Completed finals will be scanned and uploaded to the instructor MyAccess portal. *This could* take up to 24 hours due to the high volume we are anticipating.

  2. Instructors or designees may pick up completed finals at the CSD office (Wilbur Cross building, room 204) on the following dates/times:
     - **Monday, 12/9, Tuesday, 12/10** & **Wednesday, 12/11**: between 8am and 7:30 pm
     - **Thursday, 12/12 (Reading Day):** between 8am and 4pm
     - **Friday, 12/13:** between 8am and 7:30 pm
     - **Saturday, 12/14:** between 8am-7:00pm

Regional campus instructors: Please reach out to your CSD Regional Campus Coordinator for additional information regarding final exams. Proctoring hours may vary along with the Bunched Finals approval process and exam return options.

We appreciate your continued partnership in providing accommodations to students with disabilities. Please contact Lara Smith, Assistant Director for Accommodations, at csdexams@uconn.edu to discuss questions, exam logistics or anything else related to final exams.