

Connecticut College

Use of Computer Accommodation Policy

Students are to adhere to the Honor Code exam directives.

Planning for the Test at the Office of Academic Support (OAS)

When faculty announce a class test, students are responsible for informing their instructor of their Use of Computer accommodation. Note: Faculty Notification Letters must be sent out at the start of the semester, so faculty have the accommodation letters on file.

Faculty will inform the OAS on the Google Exam Request Form if a student has the "Use of Computer" accommodation for the exam being sent to the OAS. Students should also email the OAS (Patricia Walsh: pdallas@conncoll.edu) two days prior to the exam that they will be using a college-issued computer, not connected to the internet, for a written exam. **The email must include the course name, instructor, date, time, and location of the test.**

If taken in the OAS, a staff member will print out the completed exam and will keep it for faculty pick up.

Taking a Test outside of the Office of Academic Support (OAS)

Some students registered with the Office of Student Accessibility Services have been approved for the test accommodation allowing the use of a College computer. Students taking an exam outside the OAS who utilize this accommodation, must adhere to the following procedures:

- **Prior to Test**
 - Students must make arrangements through the OAS to borrow a secure computer from the College. Approved test computers will have an "SAS" sticker on the computer's cover.
 - Students must **email** the OAS Assistant Director of Operations, Patricia Walsh, with their intent to use a computer **via email at least two business days prior to the test.**
 - **The email must include the course name, instructor, date, time, and location of the test. The faculty member must be copied (cc'd) on the request. The OAS will then send a confirmation email including directions for picking up the computer.**
- **Day of Test**
 - Students will report to the test site and complete the test.
 - Students must adhere to the Honor Code and may be asked to sign the pledge on the hard copy of the test provided by the professor. Students should save their responses to the USB storage device throughout the test period in case of a power failure or emergency.
 - Upon completing the test, save it to the USB storage device again and open the USB storage device to verify that your responses have been saved there.
 - The Honor Code requires that the student fully delete all instances of the test material from a personal hard drive, USB, or other storage media immediately following the submission of the test. Failure to do so may result in a case being filed with the Honor Council.
- **Returning the Test**
 - Students are responsible for returning the completed test as arranged by the faculty member.

Students who have been approved to use a computer on class tests, as well as the instructor of the affected course, should review the following procedures.

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- Students are responsible for the College computer while it is in their possession. Replacement of a lost or damaged computer will be at the student's expense. The computer is expected to be returned within 24 hours of borrowing it.