

**Disability Resource Center**  
**FAQ's for Faculty**  
**Online Exam and Instruction Plan for Accommodations and Access**

The **Disability Resource Center** is available to help you find the best and most accessible solution for your final exams. Students with disabilities who are taking exams online may need additional accommodations in order to ensure equal access to your course. We are also available to answer any questions you might have about making your Spring Quarter classes accessible online.

The following are answers to some of the recent questions the DRC has been receiving from faculty about accommodations for online exams. If you do not see your question addressed here, or you are unsure as to how to provide testing accommodations for a student in your class, please feel free to reach out to the Disability Resource Center (DRC) office directly at [drc@ucsc.edu](mailto:drc@ucsc.edu) or 831-459-2089.

**Question #1. How do I extend the time in Canvas so a DRC student in my class can receive their testing accommodations for additional time?**

Canvas Guide: How to moderate a quiz:

<https://community.canvaslms.com/docs/DOC-12711-4152276730>

YouTube: [Creating Canvas Quizzes](#)

**Q #2. How do I make it known how my student can get in touch with me if they have questions during an exam?**

Treat this situation as you would for any student who is taking the exam. For example, you might be open to students' questions by email, rather than in person.

**Q #3. For an online exam, am I responsible for a distraction-reduced testing environment?**

No, students are responsible for finding a location to take their exams if their exams are online. You can refer a student to the DRC at [drc@ucsc.edu](mailto:drc@ucsc.edu) and ask the DRC to connect you to the student's DRC Service Coordinator if there are more questions. If you are working with a student who is authorized for a room alone and a scribe/reader for exams please contact [drce exams@ucsc.edu](mailto:drce exams@ucsc.edu) to ensure both of these accommodations are met.

**Q #4. If a student is authorized for a reader or scribe for their exams, how do I ensure this accommodation is provided?**

The DRC can still provide a Scribe/Reader for exams and will also help with finding a space if department spaces are not available. Instructors should contact [drce exams@ucsc.edu](mailto:drce exams@ucsc.edu) with questions.

**Q #5. If I offer additional time for exams to the entire class, do DRC students need additional time on top of that?**

What would be appropriate for a DRC student with extended time is to offer them some additional time on top of what you are offering the other students in the class. For example, you can offer 25 percent additional time, but if the student states this is not enough, you can email the student's DRC Service Coordinator and the student to engage in the interactive process to determine a reasonable accommodation.

**Q #6. What is the best way to ensure my online exam is accessible for a blind or low vision student who uses screen reader software for their exam?**

Providing the exam in a Word document format is the best way to ensure that a blind or low vision student who uses a screen reader has equal access to the exam. PDF's and images are not accessible unless they were created with accessibility in mind. If you are providing documents to students on Canvas, some reminders about [creating accessible course](#) materials can be found on the DRC website.

**Q #7. How can I ensure my online exam is accessible if I am not using Canvas?** Notify the DRC about any non-standard alternatives you are planning for traditional (excluding take home) exams for your course. If it is not clear how an accommodation might translate, please reach out to the DRC as a resource.