

Student Accessibility Services (SAS) hopes that you have had a healthy and safe summer break. We are writing to provide updated information about our operations and a link to our faculty [Google Test Proctoring Form](#).

As always, Student Accessibility Services is willing to provide testing space in East Annex for students where they can take tests. Due to social distancing requirements, SAS will have less space available this fall to proctor exams than we have in the past. This will mean that we will not be able to proctor exams for students or faculty that do not give us at least 3 business days' notice of an upcoming exam. SAS will also proctor remotely via Zoom. The same [Google Test Proctoring Form](#) can be filled out to provide SAS needed information to proctor remotely.

Faculty can fill out the proctoring form once for each class even if they receive multiple forms from the students in class. Please note you can list multiple sections of the same class (example: STS 232-0001, 0002) however we ask faculty teaching different courses to fill out one form for each class to ensure that information specific to each class is clear. We greatly appreciate the effort faculty make to get us this information. Once the form is submitted SAS will contact students in their courses with testing accommodations to schedule exam proctoring.

CITL has developed a [Brightspace tutorial](#) for faculty who need assistance setting extra time on tests for an individual student or students as an accommodation in Brightspace.

SAS has updated our process for accommodation letters and going forward will be delivering letters to students via email only. We anticipate that the majority of students will forward the email with their accommodation letter attached but some students in F2F classes may still decide to print their letters and deliver to faculty in person.

Below are some updates about our exam proctoring & delivery/pick up policies

- If a student has a fever or is sick SAS will not proctor the test in our testing space that day to protect the health and safety of students and staff in East Annex. Students will be asked to contact faculty and let them know that they are sick and then students and their faculty can work with SAS to reschedule the test.
- SAS will no longer pick up exams. Exams can be emailed to [mandi.hinchman@maine.edu](mailto:mandi.hinchman@maine.edu) or physical copies delivered to our main office, 121 E. Annex, between the hours of 7:30am and 4:30pm Mon - Fri.
- For exam return, SAS can scan and email the exams or hold the exam at the SAS main office where faculty can pick up their exams. We will not be delivering completed exams.
- If you have any questions please visit our [website](#) or contact [mandi.hinchman@maine.edu](mailto:mandi.hinchman@maine.edu) or [um.sas@maine.edu](mailto:um.sas@maine.edu)

Thank you for your assistance,  
Sara Henry, Director, Student Accessibility Services