

ADA Exam Accommodation Request Procedures

Aloha Instructors,

Effectively immediately, students are taking the lead in working with their instructor in planning and finalizing the date, time, and location for their exam accommodations. We moved the electronic ADA Exam Accommodation Form from the faculty tab in Pipeline, to the students tab.

Instructors, please keep in mind that reserving a room and proctor is a service that is available to you, but it is not mandatory. You may choose to provide your own arrangements in providing these accommodations. These procedures will apply to the downtown and Hawaii Loa campuses only.

Please assist your student with the exam accommodation request. We ask for your continued support in helping your student be successful in this process by responding to his/her request in a timely manner. Due to our limited resources, we will adhere to a strict time frame for reserving a quiet, undisturbed setting for test taking (applies to the downtown and HLC campuses only). See new procedures below.

A. Student's Responsibilities:

1. Log into Pipeline and click on MyCourses tab.
2. Complete the electronic ADA Exam Accommodation form which is found in the Learning Resources Section on the left column of the page. To select test date, time, and location, refer to the Disability Resources Office (DRO) Testing calendar found on the HPU Website/Disability Resources Office or copy the link into your browser:
<http://www.hpu.edu/StudentServices/disability-resources-office/Exam-Accommodation.html>
3. Submit the completed electronic form to your instructors HPU email address (ex:jdoe@hpu.edu). It is your responsibility to ensure that your request was received by your instructor.

B. Instructor's Responsibilities:

4. Students are instructed to begin this process a minimum of at least five (5) working days BEFORE the date of the exam, however this process can begin at any time BEFORE that. **Please be sure to check your HPU email frequently as student's are instructed to use only HPU email addresses for this request. If you prefer to use another email address please take the time to forward your HPU email.**
5. Upon receiving student's request you will approve/disapprove information. Please confirm accommodations as they are listed on their accommodation letter, select any additional criteria the student is allowed during the test, the test date and time, and other information.
6. Forward information to the following email: disabilityresources@hpu.edu.
7. Submit sealed exam directly to the Disability Resources Office (two business days prior to the confirmed date).

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C. Disability Resources Office (DRO) Responsibilities:

8. DRO will send a confirmation email to both the student and instructor 48 hours prior to the confirmed test date and time.
9. DRO will receive the sealed exam from faculty support (or instructor) no less than 24 hours BEFORE exam.