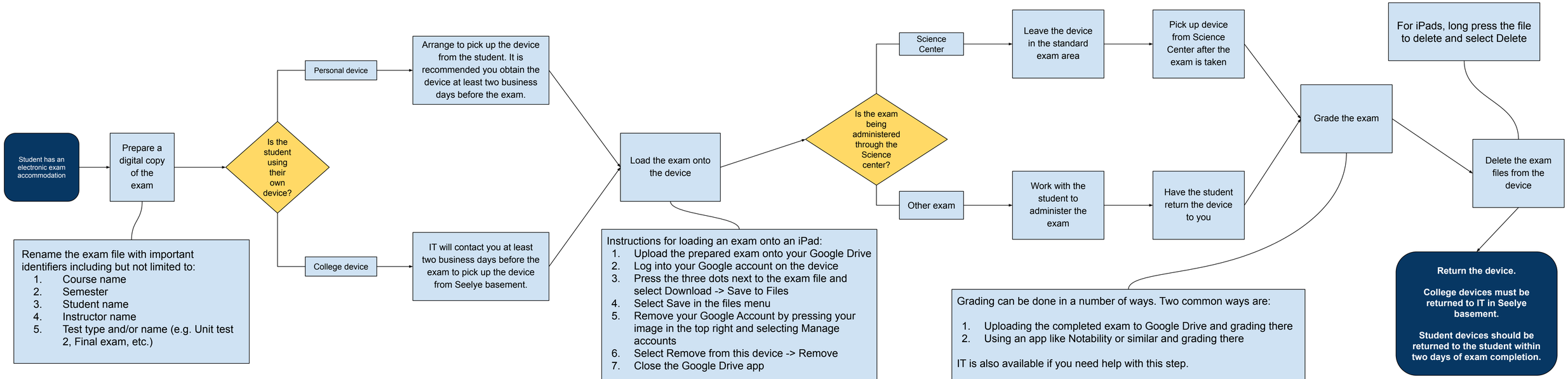
Student has an electronic exam accommodation
Prepare a digital copy of the exam
Rename the exam file with important identifiers including but not limited to:
1. Course name
2. Semester
3. Student name
4. Instructor name
5. Test type and/or name (e.g. Unit test 2, Final exam, etc.)
Is the student using their own device?
Personal device
Arrange to pick up the device from the student. It is recommended you obtain the device at least two business days before the exam.
College device
IT will contact you at least two business days before the exam to pick up the device from Seelye basement.
Load the exam onto the device
Instructions for loading an exam onto an iPad:
1. Upload the prepared exam onto your Google Drive
2. Log into your Google account on the device
3. Press the three dots next to the exam file and select Download -> Save to Files
4. Select Save in the files menu
5. Remove your Google Account by pressing your image in the top right and selecting Manage accounts
6. Select Remove from this device -> Remove
7. Close the Google Drive app
If you need assistance with this process, IT is available to help.
Is the exam being administered through the Science center?
Science Center
Leave the device in the standard exam area
Pick up device from Science Center after the exam is taken
Other exam
Work with the student to administer the exam
Have the student return the device to you
Grade the exam
Grading can be done in a number of ways. Two common ways are:
1. Uploading the completed exam to Google Drive and grading there
2. Using an app like Notability or similar and grading there
IT is also available if you need help with this step.
For iPads, long press the file to delete and select Delete
Delete the exam files from the device
Return the device.
College devices must be returned to IT in Seelye basement.
Student devices should be returned to the student within two days of exam completion.