

Student Accessibility Services

Faculty and Staff Tip Sheet – February 2024

www.muskingum.edu/accessibility

Pop Quizzes

Can I still do Pop Quizzes when testing accommodations are required? **YES** – but the **professor is responsible for notifying Student Accessibility Services** of the upcoming pop quiz using the [Faculty Testing Accommodation Request form](#) at least two days before it is administered.

Things to consider when deciding to use pop quizzes:

1. Am I able to provide Student Accessibility Services the required two-day notice?
2. Am I able to provide **all** of the approved accommodations if I do not go through Student Accessibility Services?
3. When is the pop quiz scheduled to allow for students to use extended time without missing instruction in my class or another class?
4. Each testing proctor is paid a minimum of \$20.90 for coming in to proctor an assessment. Is the pop quiz a cost-effective way to collect the desired data?
5. If the student needs to start the pop quiz prior to the start of class to receive the extended time, Student Accessibility Services will have to instruct the student to arrive at the testing center. Will this prior notice defeat the goal of the pop quiz?

February is Housing Accommodation Month

Housing accommodations that support students with disabilities can include, but is not limited to, requests to live off-campus, in a single room, on a lower-level floor, access to a private bathroom, access to a mini-fridge, etc.

1. Students are required to complete the [Housing Accommodation Request form](#) and provide documentation supporting the need.
2. Student Accessibility Services meets with each student to discuss their request and review their documentation.
3. March 1st is the deadline to complete Housing Accommodation Request

Factoid: Last year Student Accessibility Services met with 88 students in the spring requesting housing accommodations and 70 of those meetings were held during the month of February.

Staff Highlight

Candy Miller – Testing Proctor

- How long have you been a proctor at Muskingum University?

Candy: 17 years

- Why do you enjoy proctoring at Muskingum University?

Candy: Staying connected to educators since I am a retired teacher

- What is your favorite hobby and time of year?

Candy: Reading & Fall

