



English Language Learner (ELL) Exam Accommodation Policy 2020

Students with a native language other than English often require more time on exams, both to understand the questions, and to work out the wording for their answers. Extra time, and the option to use a native language translation dictionary, ensure students are being evaluated on their knowledge of the course content, rather than on their English language abilities.

Student procedure* for receiving ELL accommodations:

**Instructors can encourage students to seek ELL accommodations, however, it is up to the student to apply for them using the following procedure.*

1. Fill out the attached ELL Student Exam Accommodation Request Form
2. Attend a brief interview with the ELL Specialist to confirm need
3. Request permission and obtain signatures from the instructor of each course for which accommodations are desired
4. Submit completed form with signatures to ELL Specialist at least one week before the first examination
5. Obtain additional approval and instructor signatures as needed for additional courses or in the subsequent semester
6. ELL accommodations expire after 2 semesters and are no longer available

Requirements for receiving ELL accommodations:

- Freshman or sophomore status; exceptions may be allowed on a case-by-case basis
- Determined to be ELL student in need by the ELL Specialist through a short interview

Accommodations consist of:

- 50% additional time on approved exams for approved courses
- Usage of a paper-based native language translation dictionary*, **if** approved by course instructor

Translation dictionaries are **not provided by the University. The dictionary provided by the student may not contain additional writing, and will be inspected by staff before each use.*

Accommodations are not guaranteed, and may be denied by the course instructor if:

- The instructor is confident in the student's abilities and strongly believes they do not need the accommodations
- The exam is heavily focused on vocabulary and the instructor does not want the student to be able to access a dictionary
- Other reasons as left to the discretion of the course instructor

Testing accommodation rules:

1. After the Request Form is approved, an appropriate date/time is agreed upon to take the test. The student gets instructor's assurance that the test will be sent to Academic Support by the agreed upon date.
2. The student must schedule a daytime test two business days before the test (not counting the day of the test) with Academic Support, using the online scheduling email process: meschade@wolfmail.stitch.edu
3. Only necessary and instructor-approved materials are allowed in the testing room. Students must leave hats, backpacks, cell phones, water/soda bottles, and other items secured with Academic Support. The use of books, notes, and electronic devices will not be allowed during the test, unless otherwise stated by the instructor.
4. The student may use the restroom during the test, however, Academic Support will review the exam to verify completion prior to and following the restroom break.
5. Students requesting any changes once the exam has been scheduled need approval from the instructor.
6. Any anticipated need to be in contact with the instructor should be discussed with the instructor ahead of time, as students will not be allowed to leave the testing area in an attempt to find the instructor.
7. Suspicions of cheating will be investigated thoroughly by Academic Support. The student will be allowed to complete the test; however, all information will be submitted to the instructor.

For more information, please contact:

- Keeley Madison, ELL Specialist: kkmadison@stitch.edu (414) 410-4973
- Mike Schade, Accessibility Services Coordinator: meschade@stitch.edu (414) 410-4828



English Language Learner (ELL) Exam Accommodation Request Form 2020

Student Information

Last Name _____ First Name _____

Student ID _____

Address _____ City, State, ZIP _____

Telephone _____ Email _____

Degree program at Stritch _____

Current standing ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate

Native language _____ Country of citizenship _____

Student English History

Years studying and using English _____

How long have you lived in an English-speaking country, consecutively or not? _____ years _____ months

English exam score: TOEFL _____ IELTS _____ Other _____ None

Date of above English exam: _____

Have you attended school in the U.S. prior to Cardinal Stritch University? ___ Yes ___ No

If Yes, list schools(s) duration, and degree/date earned for each school:

School _____ Duration _____ Degree/Date _____

School _____ Duration _____ Degree/Date _____

Have you received ELL accommodations at any other U.S. institution? ___ Yes ___ No

If Yes, please explain:

For each course that you desire accommodation:

Course Number/Name	Instructor Name	Instructor Signature	Dictionary Allowed?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification of Requesting Party

I certify that the above responses and statements are true and correct. I acknowledge that any misrepresentation made on the form can be grounds for a disciplinary proceeding.

Student signature

Date

Submit this form to Keeley Madison, ELL Specialist: kkmadison@stritch.edu (414) 410-4973

Schedule exams with Mike Schade, Accessibility Coordinator: meschade@stritch.edu (414) 410-4828

FOR OFFICIAL USE ONLY		
____ Approved	____ Denied	Date ____/____/____
Accessibility Services Coordinator OR ELL Specialist signature: _____		