



English Language Learner (ELL) Exam Accommodation Policy 2021

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.

I. 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.

II. 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

III. Accommodations consist of:

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

Translation dictionaries are **not provided by the University. The dictionary supplied 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 with fair cause.

IV. Tests are proctored by the instructor in the classroom where possible:

1. All **online** exams are to be proctored by the instructor.
2. All **classroom-based** exams are to be proctored by the instructor, in the classroom, at the same time the class peers are taking the exam, with the instructor either starting the exam early or staying late for the ELL student(s) with extra time accommodations.
3. **If** the instructor is unable to start the exam early or stay late to finish it due to having other classes immediately before and after, **and** also is unable to find time during office hours or otherwise to proctor the ELL student, the instructor should reach out to the **ELL Specialist**, who can help make arrangements for a proctor from Academic Support.
 1. In this case, the ELL student should begin the exam with the class in the classroom, and a proctor from Academic Support will join that student in the same classroom for the extra time after the main exam period has ended.
 2. If that classroom is booked for another class immediately after, arrangements will instead be made to have the ELL student sit the entire exam in the Testing Center.

Wherever possible, however, faculty are to proctor their own exams for ELL students with extra time accommodations.

V. If the student takes the exam in the Testing Center, the rules are as follows:

1. An appropriate date/time is agreed upon by instructor, student, and Academic Support, 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. This time must be arranged at least two business days before the test (not counting the day of the test).
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.

VI. For more information, please contact:

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



English Language Learner (ELL) Exam Accommodation Request Form 2021

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 school(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

For each course that you desire accommodation:

Course Number/Name	Instructor Name	Instructor Signature	Dictionary Allowed?
1.			Yes No
2.			Yes No
3.			Yes No
4.			Yes 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

FOR OFFICIAL USE ONLY

____ Approved _____ Denied

Date ____/____/____

ELL Specialist signature:
