



Chunking of Exams

What is the chunking accommodation?

Chunking is when an exam is given to a student in chunks or sections in case a flare-up of the student's condition prevents them from completing the entire exam. The student must take the remaining chunks or sections of the test within 48 hours (2 business days) of the original test date, and a doctor's note is required to reschedule the exam more than once.

What is the purpose of chunking?

The Chunking Accommodation protects the integrity of the unopened exam chunks by:

- Ensuring that the student is not disadvantaged if they have a flare-up of their condition during the exam. This accommodation allows the student to take the unopened portions of the exam at a later time.
- Preventing the student from having access to an exam in its entirety and then returning to the same exam at a later time after having the opportunity to review the questions.

What is the chunking process?

1. A student who requests to use chunking during their exams must first contact their professors and request to utilize this accommodation before the scheduled exam date.
 - If the student is testing in a Disability Resources testing center, they must schedule the exams no later than five (5) days in advance and select their Chunking Accommodation through Clockwork.
2. When the student arrives for their exam, they must confirm with the test proctor or professor whether they will be using their Chunking Accommodation or whether they wish to receive and view their entire exam at once.
 - If the student chooses to receive and view their entire exam at once, they immediately waive their Chunking Accommodation, including the ability to retest within 48 hours if they experience a flare-up of their condition during exam.
 - If a student waives their Chunking Accommodation and a flare-up of their condition occurs during their exam, the student must follow the process for retest/make-ups given by their professor to all students in their course.
3. If the student chooses to use their Chunking Accommodation, the proctor will hand each section of the chunked test in a closed envelope to the student upon request. Once the student receives the chunked section and opens the envelope, that section or chunk of the exam will then be considered for grading. Consistent with the process for all students, the student using a Chunking Accommodation can hold on to each section of their opened exam for review and edit within the exam time.

What should I do if a flare-up occurs?

If a student using a Chunking Accommodation becomes ill or experiences a flare-up of their condition and cannot complete the exam, they must immediately inform the proctor and turn in the opened sections of their exam. The opened sections of the exam will be handed to the professor for grading. Any unopened sections of the exam that are turned in to the proctor will be returned to the professor for the student to complete at a later scheduled time.



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What are my responsibilities as a student?

1. Adhere to all Testing Center policies and procedures while taking the exam. Ask the proctor if you have any questions or need clarification.
2. Sign in and sign out at the beginning and the end of each exam and before and after taking each break.
3. Track your testing and break times. Ask the proctor if you are unaware of your allotted testing and break time.
4. Turn in all cellphones/ electronic devices prior to the start of the exams unless they have been previously approved for use during the exam as an accommodation. Unless approved as an accommodation, electronic devices cannot be used during break time.
5. Communicate with the proctor if you are unable to complete the exam due to a flare-up/illness and turn in all testing materials before leaving the testing site.