

## **PAPER VERSION OF ONLINE ASSESSMENTS**

**With the exception of official final exams scheduled by the Registrar's Office,** faculty is responsible for providing testing accommodations for our students.

For students requiring a paper copy of online testing, this means that for each assessment, SAS will need to be provided an **accessible, hard-copy version**. This document can be delivered to SAS in B210 or, alternately, faculty can email an electronic copy of the test for SAS to print by emailing [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca).

When students are scheduled to write in our testing centre, the primary course instructor receives an automated reminder email, 4 days in advance ( if not already been received). This gives SAS an opportunity to review the file and address any issues, with time to spare before the assessment. **Please note:** SAS no longer makes any edits to testing material.

The following resource provided by the Teaching Hub, contains information that applies to any hard-copy document created for students:

[Creating Accessible Word Doc Assessments](#). (At this time, some users are experiencing difficulties accessing the page from a laptop but it does work from mobile devices. We hope to have this resolved soon).

However, here are some basic guidelines in providing students with accessible testing:

### **FONTS:**

- Use a **sans-serif** font. [Popular examples of these can be found by clicking this link](#).
- **Font sizes should be a minimum of 12pt** while keeping in mind that some fonts appear smaller at 12pt than others. For example:
  - 12pt using Calibri
  - 12pt using Segoe UI

### HIGHLIGHTING CONTENT:

- Use **bold instead of italics or underlining text.** **COLOUR:**
- Use high colour contrast. Black and white is best.

### SPACING:

- To avoid part of a question or the answers to a question spilling onto another page, start a new page use the **Insert tab then Page Break**. Don't press Enter repeatedly to start a new page;
- Adjust spacing through the Paragraph formatting menu;
- Space between the lines should be at least 25 to 30% of the point size.

Please note that SAS has no information about how an online assessment was created. For example, if it was built within or outside Blackboard or whether the questions are randomized etc. **If you have any questions related to Blackboard content, your LST is your best source for information.**

Thank you again for supporting our students and please don't hesitate to contact us if you have any questions at all.