

Alternative Testing Accommodations

Students who have disabilities that prevent them from being evaluated fairly using traditional testing methods have a legal right to reasonable test accommodations. Test accommodations are determined on an individual basis and depend on the nature and degree of the disability, the nature of the course material, the type of test, and the abilities of the student to use alternative test taking methods.

The student and the appropriate ODS staff member will first address test accommodations during the semester planning session. The ODS staff member will advise the student of the accommodations that the student is eligible for based on his or her functional limitations as outlined in the disability documentation. An ODS staff member will send an electronic accommodation memo to the student's instructors which outlines the accommodations being recommended by the ODS and being requested by the student.

The ODS offers a test proctoring service for testing situations that cannot be administered in the regular classroom setting. Usually, these are tests that require extended time, special equipment, assistive technology, Braille, large print, a reader, a scribe/writer, or a low-stimulus environment. The ODS provides a test proctoring service to encourage fair evaluation methods for students and as a convenience for instructors.

Sample Alternative Testing Agreement:

It is the student's responsibility to initiate and arrange any necessary test accommodations according to the following policies and procedures:

- 1) Contact the ODS at least two working days in advance to schedule your upcoming exam so that a space can be reserved for you. Be sure to provide the following information: course name and section, instructor's name, time the class meets. ODS staff will forward an EXAM COVER SHEET to your instructor for him/her to complete containing instructions for test administration (e.g. how much time the class gets, what helps are allowed, how the test should be returned, etc.).
- 2) At the class meeting prior to your test, remind your instructor of the arrangements and confirm that the test will be sent to the ODS at the agreed upon time.
- 3) You must arrive on time in the ODS for your pre-arranged testing appointment. All late arrivals will be recorded on the EXAM COVER SHEET which is returned to the instructor with the completed test. If you are more than 15 minutes late, the test must be rescheduled as a makeup exam. Instructors have the freedom to set their own makeup test policies, and they are not required to change their standard policy for students with disabilities.

- The student is responsible to negotiate approval for all makeup testing. ODS will not reschedule a test without verbal or written approval from the instructor.
- 4) You will not be allowed to take personal items into the testing room. All aids allowed on the test such as calculators, notes, books, tables, formulas, etc. must be approved by the instructor.
 - 5) If you are caught or suspected of cheating on a test, the ODS staff will immediately stop the test and turn it over to the instructor along with all evidence of the incident. The issue will be handled at the discretion of the instructor and could result in disciplinary charges as outlined in the Student Handbook.

The Office of Disability Services is very sensitive to its responsibility to maintain test security, to preserve the integrity of the proctoring service, and to maintain faculty confidence in the alternative testing process for the benefit of all students who need this service. Consequently, ODS WILL STRICTLY ADHERE TO THE PROVISIONS OF THIS POLICY.