ALTERNATIVE TESTING

Thank you for your support and collaboration in providing access to equitable testing conditions for students with disabilities. The following guide gives you all you need to know about using our software.

For any and all questions, comments, or concerns about testing, please reach out to AlternativeTesting@ursinus.edu. Thank you!

Table of Contents

Frequently Asked Questions

- **What if I don't give exams?** To avoid the notifications and any confused emails from students or our office, you can fill out a testing agreement to say that you don't give exams. The option is there this year!

- **Can I just work out accommodations on my own?** Yes! If you'd prefer to work individually with your students to meet their needs, that's an option! Just indicate that on your testing specification agreement. If a student still submits a request, we'll know to just redirect them to you. Importantly, a moderately-sized classroom (e.g., Olin 101) is considered "distraction-reduced" with 8 or fewer students.

- **What if I have different instructions for each exam?** You can alter your testing agreement at any time! Simply log back in before the next exam to change the directions. We have directions for doing so in this guide. Always email alternativetesting@ursinus.edu if you need help.

- **What if a student requests to take an exam on the wrong day?** Please let us know ASAP! We will work with the student to make sure that the alternative arrangements work for your grading schedule. Some students may need to schedule on a different day because of a flare up or timing concern, so we will assume they've cleared their date with you unless we hear otherwise.

Frequently Asked Questions

- **What if I can't get the exam to ODA (online or in person) the day before the exam?** Because the exams need to be prepared in a specific way so that our proctors understand their directions, it's important that our staff have time to arrange the preparations. If you know that you cannot make the deadline (i.e., you're frequently finalizing exams the night before), it's important that you make arrangements to deliver the exam to the testing location yourself (or ask a colleague) or indicate that the proctors should pick up the exam from your office. These are options in the testing agreement.

- **I don't want to give my phone number, what should I do?** Unfortunately, our software requires us to ask for a phone number. However, there is a separate section to provide your preferred method of contact. For the Instructor Phone Number section, you can either use your office phone or simply 10 random digits if you don't want to provide your number. No one will call you unless you indicate that's your preference!

- **How long should I put for the final exam time?** You should put how long your final exam is DESIGNED to take. Extended time accommodations will be added to that *if* it goes beyond the allotted 3 hours for all students. So, if your final is only designed to take 50 minutes, a student with 1.5x time will have the allotted 3 hours. If your exam is designed to take the full 3 hour slot, then a student with 1.5x time will have 4.5 hours.

Filling out your testing agreement

- It is easiest to fill out your testing agreement(s) at the beginning of each semester! This reduces student stress and makes sure that we don't miss any student requests. Plus, it reduces the number of emails you get :)
  - o This way, it will also automatically apply to all students in the course!
- We no longer ask you to input your exam dates in the form. It was more trouble than the problem it was designed to fix! However, if you'd like to give us your exam dates so we can prepare in advance, that's always welcome! Please email alternativetesting@ursinus.edu

Log in to Bear Accessibility using your Ursinus username and password.
If you are newer faculty, you may not have access yet. Please contact Tech Support if that's the case.

My Dashboard	Unified Blogs	Staff Access	Website Control

Home » Instructor Homepage » Overview

This should be your home page.

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term   Term: Spring 2024   Next Term

Views and Tools

> Overview

> Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F ⌄   Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- **ACAD**: Academic Accommodations
- **EXAM**: Alternative Testing
- **NOTE**: Notetaking Services
- : Safety Accommodations

- **TEXT**: Alternative Formats
- **COMM**: Deaf and Hard of Hearing
- : Notetaking Technology

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists   For Accommodation Export, Sort Column by: Alphabetically ⌄   Accommodation Requests   Courses with Eligibility

Click "Alternative Testing" on the left

Select your course and click "Continue to Specify Testing Specification Agreement"

Answer the questions to the best of your ability! There is always room for further explanation in the text boxes :)

Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Courses

Class: Your Class

Views and Tools

> Overview
> Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out]

TESTING SPECIFICATION AGREEMENT DESCRIPTION

Type: **Testing Specification Agreement Spring 2024**

This form helps us to determine the details of your assessments when scheduling alternative testing accommodations for students.

FACULTY / STAFF INSTRUCTION

Faculty / Staff instruction:

Testing Specification Agreement

1. **Do you have exams in your class?** *

    ○ Yes, and they will need access to testing accommodations through ODA

    ○ Yes, but students can take my exams on their own time / in their own space

    ○ Yes, but I arrange my own accommodations and will not need any proctors or assistance through ODA (e.g., I have a TA proctor the exam in my office, etc.)

    ○ No, I do not give exams

    Additional Note or Comment

    [   ]

2. **Are your exams delivered on canvas or online in some capacity?** *

    ○ Yes

    ○ No

    ○ I do not give exams

    Additional Note or Comment

Click this if you would like your students to use our software or otherwise need ODAs help with proctors, etc.

Click this if your exams are "take home" or have unlimited time, etc. And therefore do not require us to book a proctor or add extra time, etc.

Click this if you work individually with your students to meet their accommodations and will not need our help finding a proctor, booking a space, or giving extra time.

8

Answer the questions to the best of your ability! There is always room for further explanation in the text boxes :)

3. **For my exams, ALL students are allowed:**

☐ Textbooks or other course readings

☐ Student notes (unlimited)

☐ Student notes (index card)

☐ 4-function calculator

☐ Graphing calculator

☐ Dictionary

☐ None of the above

☐ Other (Specify Below)

Additional Note or Comment

[ ]

4. **Exam Delivery Method** *

○ Prof. will upload the exam to Bear Accessibility at least 1 business day in advance

○ Prof. will deliver the exam to ODA at least 1 business day in advance

○ Prof. will deliver the exam to the proctor at the testing site

○ Proctor will pick up the exam from the prof. (please provide room #) (Specify Below)

○ Exam is online; student should bring a laptop

○ I do not give exams

Concerns about this? Please see the FAQ!

Additional Note or Comment

[ ]

9

Answer the questions to the best of your ability! There is always room for further explanation in the text boxes :)

5. **Exam Return Method** *

○ Prof. will pick up the exam from the proctor at the testing location

○ Proctor will deliver the exam to the professor or department (please specify building/room) (Specify Below)

○ Prof. will pick up the exam from ODA the following business day. Note: exams will not be sent using inter-office mail

○ Exam is online

○ I do not give exams

Additional Note or Comment

6. **Will you be answering any student questions during the exam?** *

○ Yes, and I will provide my contact information for the proctor below (Specify Below)

○ Yes, and I will stop into the alternative testing room for questions during the exam

○ No, I am not answering student questions

○ I do not give exams

Additional Note or Comment

7. **Do you have a preference for the building used for your alternative testing students?** * *

○ No, I don't have a preference

○ Yes, I'd like my exams in a specific building, if possible (Specify Below)

○ I do not give exams

Additional Note or Comment

Answer the questions to the best of your ability! There is always room for further explanation in the text boxes :)

Additional Note or Comment

Exam Type(s)

Please list REGULAR CLASS EXAM LENGTH without extended time accommodations

Exam [   ] Minutes

Final [   ] Minutes

Midterm [   ] Minutes

Quiz [   ] Minutes

Please put the amount of time the final is DESIGNED to take! See FAQ for more info!

Additional Information

Instructor Phone Number *: [   ]

Hint: Enter 10-digit number only.

Additional Note: [   ]

Concerns about this? Please see the FAQ!

Make sure you hit SUMBIT!

[Submit Testing Specification Agreement]

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

The Office of Disability and Access
Joanna Timmerman, M.A.
she/her
Assistant Director of Disability and Access

Division for Inclusion and Community Engagement

disabilityandaccess@ursinus.edu

Adjusting an existing testing agreement

- Log in to Bear Accessibility
- Go to "Alternative Testing" on the left
- Select your course under "List Testing Specification Agreement"
- Alter any questions as necessary
- Hit "Update Testing Specification Agreement" at the bottom of the page

- Pictures on the following slides :)

ADJUSTING EXISTING TESTING AGREEMENTS IN BEAR ACCESSIBILITY

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Courses

≫ Views and Tools

> Overview
> Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser.**

[Log Out]

SPECIFY TESTING SPECIFICATION AGREEMENT

Select Class:

[**Continue to Specify Testing Specification Agreement**]

LIST TESTING SPECIFICATION AGREEMENT

Hint: If you need to make any changes, please select the following Testing Specification Agreements and click View. If you would like to make a copy of your Testing Specification Agreement to another course, please use the following function to select your source Testing Specification Agreement and your other course.

Select: [Select One   ▼]   [View]

Copy to: [Select One   ▼]   [Copy]

No Exam Has Been Uploaded

14

Home » Instructor Homepage » Alternative Testing

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Courses

Views and Tools

> Overview
> Alternative Testing

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Testing Specification Agreement

1. **Is the exam delivered on canvas or online in some capacity?** *
   - ○ Yes, and the student will NOT need a proctor
   - ○ Yes, and the student will need a proctor
   - ● No, and the student will need a proctor

   Additional Note or Comment

2. **For the exam, the student is allowed:**
   - ☐ Open book
   - ☐ Student notes (unlimited)
   - ☐ Student notes (index card)
   - ☐ 4-function calculator
   - ☐ Graphing calculator
   - ☐ Dictionary
   - ☑ None
   - ☐ Other (Specify Below)

   Additional Note or Comment

Add Additional Exam Date

Additional Information

Instructor Phone Number *: [_____]

Hint: Enter 10-digit number only.

Additional Note: [_____]

Update Testing Specification Agreement

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Uploading an exam

- You may receive an email with the link to upload an exam, which makes it nice and easy; however, you can also follow the steps below!

- Log in to Bear Accessibility
- Go to "Alternative Testing" on the left
- Select your course under "List Testing Specification Agreement"
- Click "Completed Exam Files" in the top right
- Select the student(s) and hit confirm
- Upload your exam file (pdfs are preferred!)

- Pictures are available on the following slides!

Step one: Log in and find "Alternative Testing" on the left-hand side

Step two: Select the course and hit "View"

structor Homepage » **Alternative Testing**

ALTERNATIVE TESTING

LIST TESTING SPECIFICATION AGREEMENT

Hint: If you need to make any changes, please select the following Testing Specification Agreements and click View. If you would like to make a copy of your Testing Specification Agreement to another course, please use the following function to select your source Testing Specification Agreement and your other course.

Select: **Select One** ⌄ | **View**

Select One

Copy to: | class #1 | **Copy**

class #2

class #3

STEP 1 - SELECT ACTION

jin As Feature

eturn to Staff

nd Tools

ve Testing

Logout

finish with your session,
o not forget to **Log Out**
lose Your Browser.

Log Out

Step three: Click on "Completed Exam Files"

Staff Access **Website Control** **Proctor**

Alternative Testing

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students' Course

Class: class #1

Testing Specification Agreement

1. **Do you have exams in your class?** *

   ○ Yes, and they will need access to testing accommodations through ODA

   ○ Yes, but students can take my exams on their own time / in their own space

   ○ Yes, but I arrange my own accommodations and will not need any proctors or assistance through ODA (e.g., I have a TA proctor the exam in my office, etc.)

Step four: Select the student(s) for the exam and hit confirm

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▾

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type
☑				Student Name View Accommodations	Exam

STEP 3 - CONFIRMATION

Confirm Your Selections

Step five: Upload your exam

ALTERNATIVE TESTING

List Exams   Completed Exams Files   Students

UPLOAD INSTRUCTION

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: **Acceptable File Types.**

File Information

Exam(s):   [Class] s Exam for [Student Name] [Date]

Exam File Note (Optional): [   ]

Select File: [Choose File] **No file chosen**

[**Upload Exam**]   [**Back to List Upcoming Exams**]

What to expect when a student submits a request

- As long as the student has submitted the request at least 5 business days before the exam, we can accommodate their request

- You will be copied on a calendar invite / email to the student that tells them the time and location of the exam. The proctor for the exam is also copied. Please feel free to contact the proctor with any specifications or questions.
  - Usually, we are able to get this confirmation to the student 24 hours before the exam. This may be delayed if there was a late request or if there were complications related to the proctor or space.

- Students can check that their request went through on the BA portal. All testing accommodation instructions for students are available on the ODA website.