

Alternative Testing Contract Faculty Q&A

Q: How will students let me know about their Alternative Testing Accommodation?

A: ADS students will still need to request and select which accommodation they want for each class and schedule a notification email to be sent out each semester. You will receive an Accommodation Notice-Faculty Notification Letter similar to previous semesters. However, those students using Alternative Testing Accommodations will have an additional link included in the email. The additional link will direct you to the Alternative Testing Contract.

Q: What is an Alternative Testing Contract and what do I need to do about it?

A: Instructors will now be required to complete an Alternative Testing Contract in order for their student to test with ADS and the Testing Center. The Alternative Testing Contract will replace the previously used white and salmon colored sheets. Students are encouraged to meet with their instructors to discuss the need for their testing accommodations and request that you complete the emailed Alternative Testing Contract. The Alternative Testing Contract should include all proctoring parameters as you **will not be able to make amendments** once it is submitted. Please be as detailed as possible when providing information.

Q: How will I go about completing the Alternative Testing Contract?

A: Please see attached document for detailed instructions.

Q: How will the new online process differ from the old “Request for Test Accommodations” paper process?

A: Currently, ADS students are required to submit a paper Request for Test Accommodation form to their instructors every time they would like to schedule an exam with ADS. As an instructor, you are required to complete the form with detailed directions and return it to ADS. This is done several times throughout the semester. ADS realizes that this is a tedious and time consuming process for both instructors and students. The new Alternative Testing Contract process is **completed once per course section per semester**; if you have multiple students in the same section of the course, you do not need to complete it multiple times. If you are teaching multiple sections of the same course and wish to use the same contract, you simply need to let ADS know the names of all your students and we will apply the same contract to all students.

Q: How will students arrange to take their test in ADS?

A: Students will now make electronic request, through our ADS online software. You will be notified when a student makes an Alternative Testing Request. You will not be required to confirm or follow up with ADS. You will only need to contact ADS if something in the request needs to be modified (i.e. perhaps the student’s request was for the wrong date, wrong time, etc.).

Q: How do I deliver my test to ADS?

A: Another great feature about this online software is that you can **upload** your exams to a secure network. You will now be able to upload exams directly to ADS. You will click the link provided in the Alternative Testing Request Notice email you receive when your student makes their initial request. You may still choose to deliver or your exam, but we encourage using the upload feature.

Dear Instructor,

This is an automated message from Access & Disabilities Service (ADS). An update has been made to an existing request for test accommodations for the **(COURSE NAME)**.

If the exam has not yet been delivered to ADS, please do so in advance of the scheduled exam time. For students utilizing Kurzweil software, we request that Faculty deliver a copy of the exam a minimum of five business days before the exam. A separate email will be sent with a secure link that will allow you to securely upload an exam directly to the ADS database.

Student: **(STUDENT NAME)**

Class: **(COURSE NAME)**

Exam Type: **(NAME OF EXAM TYPE)**

Date: **Tuesday, February 28, 2017**

Time: **09:00 AM**

Accommodation Requested:

- Extended time on exams (1.5x) in: ADS
- Extended time on exams (1.5x) in: Testing Center
- Interpreted exams
- Kurzweil reading software for exams in lieu of reader

**Follow this link to
upload exams**

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <https://hood.accessiblelearning.com/Harper/ExamFile.aspx?ID=E14217928156567&Key=eDSkVTtP>

If you have any questions or feel that the updated exam request is incorrect, please contact one of our Accommodation Assistants at ads@harpercollege.edu or 847-925-6266. Thank you.

Access & Disability Services (ADS)
1200 West Algonquin Road
Palatine, Illinois 60067

NOTE: In order for instructors to upload exams, students must schedule and submit a test request first. If your student(s) has not scheduled an exam request you will be unable to upload your exam. Please feel free to contact ADS and/or email your exam to ads@harpercollege.edu.

Q: Does the upload feature allow me to upload multiple exams and add additional notes?

A: Yes. The upload feature will allow you to upload multiple individual files. However, ADS does recommend that you upload all documents under one file in order to avoid confusion or additional steps. When uploading exams you may also provide any updated instructions on the “Exam File Note”.

File Information

Class: **FUN 104.004 - FUN WITH TESTING (CRN: 000003)**

Exam File Note (Optional):


Same Exams for Everyone: **No**

Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File:

Q: How do I know my file has been successfully uploaded?

A: Once you have successfully uploaded your exam, you will receive a message confirming your upload.

 **EXAM UPLOAD WAS SUCCESSFUL**

Thank you for uploading your exam electronically. The file was uploaded successfully to the exam and you will receive an email confirmation.

Q: What should I do if I need to update the information on my Alternative Testing Contract?

A: While you are **unable to make changes** to your Alternative Testing Contract once it is submitted, you are still **able to provide updates** when uploading your exam. When uploading your exam, you will have the option to select the “Exam Instructions” box. This option will allow you to:

- 1- Provide updates regarding the allotted time for each individual exam.
- 2- Provide updates regarding material permitted for each individual exam.


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SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

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 **UPLOAD EXAM**

 **EXAM INSTRUCTION**

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.
If you have any questions about your test accommodations, please contact ADS at 847-925-6122 or ads@harpercollege.edu

Q: Will the change in test request process mean the students, who have ADS private testing room accommodation, can decide when they can take the exam at ADS?

A: No, the students are still expected to take the exam at the same time when their class starts. **If the student has extended time as an accommodation and has a class right after the class with the exam then the Accommodation Assistant will contact you to discuss the possibility of the student taking the exam a bit earlier to make a full use of the extended time accommodation.** The instructor will be contacted first before any arrangement is made to the test start time.

Q: Who do I contact if I have questions?

A: Please contact one of our Accommodation Assistants or the Manager of Accommodation Services at ads@harpercollege.edu or 847.925.6266.

ADS is committed to making this transition a smooth and seamless one. If you would like ADS to provide you with additional training or assistance, please feel free to contact Rebecca Ramirez-Malagon at rramirez@harpercollege.edu or by phone (847) 925-6663