

Instructions for Faculty/Instructors on Completing the Alternative Testing Contract

1. You will receive an e-mail with the student's accommodation plan. The e-mail will include a link to complete the Alternative Testing Contract. You will need to click on the link in order to complete the contract.

Accessibility and Disability Services (ADS) has determined that a student in your course is eligible for alternative testing accommodations.

Please complete the alternative testing contract at: <https://hood.accessiblelearning.com/Harper/ContractInstructor.aspx?ID=6248&CID=104288&Key=U1vw163i>

The alternative testing contract you will complete for a particular class section will be applied to other students who are eligible for alternative testing accommodation for the class section.

Please consult with one of our Accommodation Assistants at ads@harpercollege.edu or 847.925.6266 if you have any questions about filling out the test contract or test accommodations.

2. Answer the questions on the Alternative Testing Contract. All questions must be answered.

****This contract can only be completed once, please be as specific as possible. Include all necessary proctoring information for the entire semester. Should you require additional changes you may provide those directions when uploading your exam or contact ADS. ****

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ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

Class: TEST 110.001 - Testing (CRN: 0050)

ALTERNATIVE TESTING CONTRACT DESCRIPTION	FACULTY / STAFF INSTRUCTION
Type: Alt-Testing Contract-Fall 2017 ADS provides exam accommodations for students with disabilities registered with our office. The Alternative Testing Agreement is to be completed by instructors with details regarding what materials and instructions students in the classroom are allowed during exams.	Instructors must complete one Alternative Testing Agreement per class per section you are teaching each semester. For online exams that do not require a proctor, please confirm with the student that their extended time accommodation is in place. A Testing Agreement is not needed in these cases.

Alternative Testing Contract

1. How will you get your exam to us?
 - Upload via AIM (you will receive a link to upload your exam)
 - Drop off (only recommended when using charts, graphs or formulas on exam)
 - Online course (n/a)

Additional Note or Comment

2. Please indicate a specific date/time each exam must be administered by.

online course (n/a)

Additional Note or Comment

3. Materials permitted during the exam. If none are specified, none will be allowed. (Note: Cell phones, watches, electronic devices, backpacks, purses and other personal items will be collected by the proctor. Upon exam completion proctors will collect and return all exam materials to faculty)

- Open book
- Open notes
- Note card
- Calculator
- Scratch paper
- Other, including any other exam instructions (Specify Below)

Additional Note or Comment

4. Are students required to use any of the following:

- Scantron
- Blue Book
- Write on Exam
- Online course (N/A)

Additional Note or Comment

5. Will access to a specific software or website be required for the exam?

- Blackboard (please include password)
- Blackboard Respondus
- Other

Additional Note or Comment

6. How would you like test returned?

- Scanned and emailed
- ADS will deliver (Testing Center will not deliver exams)
- Instructor pickup
- Inter-campus Mail (please include mail code)
- Online course (N/A)

Additional Note or Comment

3. Please specify the length of time for each test format that you provide (exams, final, midterm, quiz). All applicable exam types must filled in. [Use zero (0) where applicable.]

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exams Minutes

Final Minutes

Midterm Minutes

Quiz Minutes


Additional Information

Instructor Phone Number*:
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Click on the Submit Alternative Testing Contract button.


4. You will receive a message on the webpage that states:

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ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

 ALTERNATIVE TESTING CONTRACT SUCCESSFULLY SUBMITTED

Thank you for submitting the alternative testing contract. As a reminder, if you have more than one student in the classroom, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

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

847.925.6266 Phone
847.925.6267 Fax
224.836.5048 VP for Deaf Callers
ads@harpercollege.edu

5. You will also receive an e-mail confirming that your Alternative Testing Contract was received by the ADS office.

6. If you have any questions, please contact one of our Accommodation Assistants or the Manager of Accommodation Services at ads@harpercollege.edu or 847.925.6266