

Alternative Testing Agreement


The Alternative Testing Agreement is for use by Instructors to notify the Access Center of proctoring instructions for accommodated exams in each of their courses for which there is an eligible student.

If it has been determined that an eligible student will take exams at the Access Center Proctoring Office, please complete the Alternative Testing Agreement. Only after it is completed will the student be allowed to submit exam requests through the Student Portal.

You will only need to submit one Alternate Testing Agreement per course section for which there is an eligible student. If there are several eligible students in the same course section being proctored by the Access Center, the Alternative Testing Agreement will be applied to the exams for those students.

1. To get started, please click on the first link in your notification letter.

Subject: [WSU] GIS 200.36 - INTRODUCTION TO ARCHGIS 2 (CRN: 00001) - Notification of Disability Accommodations Summer 2016

 **Access Center**
WASHINGTON STATE UNIVERSITY

NOTICE OF REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Monday, May 09, 2016
Summer 2016
GIS 200.36 - INTRODUCTION TO ARCHGIS 2 (CRN: 00001)

The student listed above has provided documentation of a disability or chronic medical condition that limits one or more major life activities, and is registered for services with the WSU Access Center.

The purpose of this letter is to officially notify you that _____ is approved for the academic accommodations stated below and is requesting them for your course.

Accommodations for Course:

1. Alternative Testing
 - o Extra Time 1.50x

Please Complete: Alternate Testing Agreement which can be found at the following link:
https://olympic.accessiblelearning.com/WSU_ContractInstructor.aspx?ID=121&CID=93394&Key=2eeX1eOp

IMPORTANT NOTE: The Proctoring Office will apply the Alternative Testing Agreement to multiple eligible students enrolled in a specific course. This means you will only need to submit one agreement per course section for which you have eligible students enrolled.

Receipt of this letter indicates an acknowledgment that these approved accommodations are necessary to provide the above named student equal access to the classroom, course materials, and an equal opportunity to convey knowledge. If an accommodation seems unreasonable given the nature of your course, contact the Access Advisor listed below.

Faculty are strongly encouraged to visit the following link for information about faculty and student responsibilities and additional information about specific accommodations—why they work and how they are put in place:
<http://accesscenter.wsu.edu/faculty/reasonable-accommodations/>

Thank you for your support of equal access and opportunity.

Sincerely,

2. After clicking the link, you will be redirected to WSU's Single Sign-On (SSO) page. Please log in with your Network ID.

Network Authentication

You must log in to continue

Network ID or Friend ID:

Password:

The website below has asked you to log in:
<https://olympic.accessiblelearning.com/sp>

3. Next, please read the “Faculty/Staff Instruction” section and complete the Alternative Testing Agreement.

Home

Home » Alternative Testing - Alternative Testing Contract by Instructor

ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

Class: GIS 200.36 - Introduction To Archgis 2 (CRN: 00001)

Logout

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

Log Out

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **Summer 16**

The Alternative Testing Agreement is for use by Instructors to notify the Access Center of proctoring instructions for accommodated exams in each of their courses for which there is an eligible student. The Access Center's goal is to work cooperatively with students and instructors to provide legally mandated accommodations to students.

Instructors are encouraged to accommodate their students within their department, if possible. If accommodations will be provided by you or your department, please provide all accommodations as outlined on the Accommodation Letter.

FACULTY / STAFF INSTRUCTION

If it has been determined that an eligible student will take exams at the Access Center Proctoring Office, please complete the Alternative Testing Agreement. Only after it is completed will the student be allowed to submit exam requests through the Student Portal.

You will only need to submit one Alternate Testing Agreement per course section for which there is an eligible student. If there are several eligible students in the same course section being proctored by the Access Center, the Alternative Testing Agreement will be applied to the exams for those students.

If you will be proctoring your own exams or within your department please indicate, when prompted, on the Alternative Testing Agreement. As a precaution, you may submit an agreement to have on file in the event you unexpectedly cannot proctor an exam which will need to be administered at the Access Center Proctoring Office.

Make-up exams or unscheduled pop-quizzes, to be taken at the Access Center, will be processed on an as-needed basis. The Instructor and the student will need to contact the Proctoring Office in a timely manner to schedule these unique exams.

For short, scheduled, in-class quizzes for which students require accommodations, we highly recommend students and instructors make arrangements within the department. If this is not possible, please contact the Proctoring Office to discuss scheduling.

If there is a change or correction to your exam, please be sure to notify our Proctoring Office as soon as possible at Access.testing@wsu.edu or at 509-335-8079.

If you will be proctoring your own exams for this course please note that all accommodations as outlined on the Accommodation Letter must be provided. Please contact the Access Center if you should have questions or concerns.

I Will Proctor My Own Exams **Confirm to Proctor My Own Exams**

Alternative Testing Contract

- Please list dates, start times, and duration (in minutes) for all in-class midterms in this course as noted on the syllabus. The Proctoring Office will calculate accommodated times based on in-class exam time.
- If you do not currently know the date of your midterms, please be advised that the Access Center needs a minimum of 5 days to process Exam requests. Please specify below the process you will use to notify students and the Access Center about midterm dates.
 - No, my exam dates are listed in the syllabus
 - Yes, my exam dates are undetermined at this time. (Specify Below)

Additional Note or Comment
- Please list the date, start time, and duration (in minutes) of the final exam in this course as noted on the syllabus. If there is no in-class final Exam, please notate that below.
- While students should schedule exams to begin at times listed on the syllabus, flexibility with start times may be needed due to extended testing time overlapping with the next class, or conflicting with Access Center operating hours. When flexibility with start times is needed, exams may be scheduled under the following parameters:
 - 1 hour before/after class exam
 - 1 day before/after class exam

4. When complete, click on the submit button. If successful, you will see a green circle with a checkmark.



If you have any questions, please contact our Proctoring Office at access.testing@wsu.edu or at 509-335-8079