



# SOUTHWESTERN UNIVERSITY

Center for Academic Success

## Alternative Testing Information for Instructors

### **Alternative Testing Accommodations**

- Alternative testing is one of the more common accommodations approved for students with a documented disability.
- Alternative testing is designed to enable students who have disabilities to better demonstrate their knowledge of a subject.
- Common testing accommodations include such things as extended completion time, reduced distraction, and/or an alternative exam format like large-print exams or the use of a computer that's been disconnected from the Internet to answer exam questions.
- The Center for Academic Success (CAS) is available to provide alternative testing accommodations for approved students during our regular business hours: Monday through Friday, 8:00am – 5:00pm.
- We have five dedicated testing rooms that are actively monitored with a closed camera system, and access to additional offices and conference rooms when needed and available.

### **Alternative Testing Agreement by Faculty**

- If there is a student in your course who has been approved for alternative testing accommodations, you'll be asked to submit an Alternative Testing Agreement for your course. Below are the steps to submit the agreement to the CAS. The agreement will be for your course, not for an individual student.
- If you have more than one student in your course who has been approved for alternative testing accommodations, you do not have to submit more than one Alternative Testing Agreement; instead, you'll be asked to submit just one agreement per course section. That agreement will be applied automatically to all students in your course section who have been approved for alternative testing accommodations. The agreement also can be copied to multiple courses or sections.
- Below are the steps to submit the agreement to the CAS.
  1. You will receive a confidential email from the Associate Director of Academic Success letting you know that your student has presented the necessary documentation to the CAS to authenticate a disability and has been approved for the accommodations listed. Within that email, there will be a link to an online Alternative Testing Agreement form in the Accessible Information Management (AIM) System. Through the online form, you will be able to specify your alternative testing parameters (please see the sample template on page 2 of this information document).
  2. Click on Submit.
  3. If you need to make changes to your agreement, simply contact the CAS in person (Prothro Center, Suite 120), by email ([su\\_accommodation@southwestern.edu](mailto:su_accommodation@southwestern.edu)), or by phone (512-463-1286).
- Once a student's online request to complete your exam, quiz, or final in the CAS has been approved by staff members of the CAS in accordance with your Alternative Testing Agreement, your student will receive an email confirming that their scheduling request has been approved.
- You as their professor also will receive an email notifying you of the date/time your student will completing the exam, quiz, or final, along with a link through which you can upload the exam, quiz, or final to our secure website. Exams can be uploaded directly to the AIM System through the link provided in your email notification, or they can be hand-delivered or emailed to the CAS.
- We ask that you provide a copy of the exam to the CAS at least two (2) hours prior to the start of the exam to ensure we have the correct exam and are prepared for the student when they arrive.

# Alternative Testing Agreement – Sample Template for Instructors

Note: With appropriate permissions, an online version of this form is available for instructors in the Accessible Information Management System.

[COURSE NAME]

## STUDENT INFORMATION

Student Name: [Student Name Here]

Agreement Type: **Alternative Testing Agreement**

## INSTRUCTOR INFORMATION

List Instructor(s):

- [Instructor's Name(s) Here]

Phone Number: (###) ###-####

Additional Notes:

## AGREEMENT CONTENT

**Please list the dates and start times for ALL EXAMS as well as the allotted time for the class to complete each exam. (NOTE: This will not schedule exams; it simply provides a reference for CAS staff.)**

- [Exam Dates Here]

**In the event that the student cannot take the exam at the same time as the class due to extended testing time conflicting with their other courses or the normal business hours of the Center for Academic Success (M-F 8-5), how would you like the student to proceed?**

- [Instructor's Directives Here]

**How will the exam be delivered to the Center for Academic Success?**

- Upload exam to secure web portal at least 2 hours before exam start time (upload instructions will be included in the email reminder received by the instructor).

**Materials allowed (besides pen/pencil)?**

- [Instructor's Allowances Here]

**What would you like the student to do if clarification is needed during the exam?**

- [Instructor's Contact Information Here]

**How would you like the exam to be returned to you?**

- [Instructor's Return Information Here]

## IN-CLASS EXAM LENGTH(S)

- Exam: # Minutes
- Final: # Minutes
- Quiz: # Minutes