



SOUTHWESTERN UNIVERSITY

Office of Academic Success and Accommodations

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 Office of Academic Success and Accommodations (OASA) is available to provide alternative testing accommodations for approved students during our regular business hours: M-F, 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.
- 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 (not per exam or per student). That agreement will be applied automatically to all students in your course section who have been approved for alternative testing accommodations. The agreement can be duplicated (and modified as needed) for other course sections.
- Below are the steps to submit the agreement to the OASA.
 1. You will receive a confidential email from Services for Students with Disabilities (SSD Online Services) letting you know that your student has presented the necessary documentation to the OASA 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 as noted in the sample template on page 2 of this document.
 2. Complete the agreement questionnaire and then click on "Submit and Continue to Specify Exam Dates."
 3. Enter applicable information for each exam (i.e., date, type, time, length of completion time in the classroom).
 4. If you need to make changes to your agreement or exam information, you can modify your entries and resubmit your agreement, or simply contact the OASA in person (Prothro Center, Suite 120), by email (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 OASA has been approved by staff members of the OASA 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 OASA.
- We ask that you provide a copy of the exam to the OASA at least 4 - 6 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]

AGREEMENT CONTENT

- 1. 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]
- 2. 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 Office of Academic Success and Accommodations (M-F, 8-5), how would you like the student to proceed?**
[Instructor's Directives Here]
- 3. How will the exam be delivered to the Center for Academic Success?**
 - Upload exam to secure web portal at least 4 hours before exam start time. (Upload instructions will be included in the email reminder you receive.)
 - Deliver hard copy of exam at least 4 hours before exam start time.
 - Email exam to su_accommodations@southwestern.edu at least 6 hours before exam start time. (This additional lead time is meant to ensure OASA staff can locate your email and retrieve the exam in a timely manner.)
- 4. Materials allowed (besides pen/pencil)?**
 - Calculator -- Please specify 4-function, scientific, or graphing
 - Notes
 - Formula sheet
 - Open book
 - Personal laptop (Note: Please be aware that OASA staff cannot monitor potential Internet use by a student on their personal laptop.)
 - Other:

- 5. What would you like the student to do if clarification is needed during the exam?**
 - Have OASA staff call you at the phone number provided
 - Have OASA staff email you at the address provided
 - Other:

- 6. How would you like the exam to be returned to you?**
 - OASA staff member will deliver -- Please include office number
 - OASA staff member will scan and email -- Please include best email address
 - Professor will pick up from the OASA
 - Other:
