

FACULTY REFERENCE

Using Accessible Learning Management (AIM)
to provide accommodations for your students with disabilities

Office of Disability Services
180 University Hall
937.775.5680
<http://www.wright.edu/disability-services>

What is AIM & why are you using it?

- Accessible Learning Management (AIM) is a database adopted by Disability Services in 2014. This semester, we have launched new components to the system to help students manage their accommodations with more independence.
- Students will generate faculty letters outlining accommodations that they will use for your course.
- Students will sign up online for their tests and exams.
- Faculty complete the Testing Agreement to outline specifically what is allowed in the classroom for tests so students with disabilities receive appropriate accommodations while retaining academic integrity.
- The system protects confidential information about the students, but allows more transparency and communication between student, instructor, and ODS staff.

Faculty Letter

- When students request accommodations, faculty will be sent a letter via email.
- The letter will list the student, class, and accommodations the student is requesting.
- Please keep this information confidential.

CONFIDENTIAL

In accordance with Federal law and Wright State University policy, this student qualifies for the academic accommodations listed below. Academic accommodations are intended to provide equal access and may not fundamentally alter the nature or content of a course, program, or activity.

Saturday, August 29, 2015

Fall 2015 - RHB 3030.001 - EMPLOY PEOPLE DISABILITY (CRN: 74416)

Dear Angela Bonza,

Disability Notice

██████████ is a student registered for services with Wright State's Office of Disability Services (ODS) and is enrolled in the course indicated above. The purpose of this letter is to officially notify you that Frank is approved for the academic accommodations stated below and is requesting them for your course. Academic accommodations are approved by ODS for students with disabilities, in accordance with federal and state laws, on an individual basis and are designed to ensure access to WSU courses, programs, and experiences.

Rights and Responsibilities

- Faculty members have a responsibility to ensure that the approved accommodations are established in the course. Should you have questions about how to appropriately accommodate a student in your class that are not answered in the information below, please contact our office as soon as possible.
- Students have the right to request accommodations at any point in the semester; however they are responsible for submitting the requests in a timely manner. Faculty members are not responsible for retroactive accommodations.
- **Please respect ██████████ privacy.** Students are not required to disclose the nature of their disabilities to faculty, classmates, or staff beyond the ODS office. The fact that Frank has a disability, and receives accommodations, is information protected by the Family Education Rights and Privacy Act. If necessary, this information may be shared with individuals who are assisting in teaching the course or in providing the requested accommodations with the student's permission.

Specific Approved Accommodations

1. Academic Accommodations

- **Accessible Table/Chair:** Student requires the use of an accessible table and/or chair which will be delivered to the classroom by CTS. Please ensure that these items are available for the student with a disability listed in this letter.
- **Student is eligible to audio record classes on a device of their choice.**
- **Computer for Notetaking:** Student is eligible to utilize a computer/tablet/other device in class for the purpose of note taking.
- **Extended time for in-class assignments:** Due to the nature of the student's disability, assignments assigned to be

Faculty Letter

- If the student chooses to use test accommodations, your faculty letter will have a link to your Testing Agreement.
- The link is specific to the class and section in which the student is enrolled.
- You only need to complete one Testing Contract per **section**.
- If students using our services are enrolled in two different sections of the same course you teach, you will need to complete two contracts.

In order to utilize the ODS Test Proctoring Center, you must first complete a Testing Agreement which informs our TPC of the rules students follow in the classroom. We will make the appropriate accommodations for the student in our Test Proctoring Center.

Please follow this link to complete your Testing Agreement:

[Link specific to your class and section will be here](#)

Faculty Letter

- The name of the student's case manager will be listed in the letter, should you have additional questions about the student's accommodations.

NEXT STEPS:

We encourage our students to follow up with instructors in person, to discuss and clarify accommodations so that their needs are met in the classroom.

If you have any concerns regarding the accommodation(s) itself or how to best facilitate it in your course please contact the ODS office.

The ODS counselor assigned to work with this student is Angela Bonza and can be contacted at angela.bonza@wright.edu or 937-775-5680.

For more information about our office and providing accommodations for students, please visit our website at www.wright.edu/disability-services

We look forward to working together in the coming semester.

Angela Bonza
Disability Services
180 University Hall
3640 Colonel Glenn Hwy
Dayton, OH 45435
Phone: 937-775-5680
TTY: 937-775-5844
Fax: 937-775-5699

Test Proctoring Rules & Guidelines

- Students must read and acknowledge our rules and guidelines before they can schedule exams.
- This acknowledgement will be required at the beginning of every semester.

- Part 1

Test Proctoring Rules and Guidelines

Before Scheduling Exams

Inform each of your instructors that you are registered with the Office of Disability Services (ODS) and eligible for testing accommodations for all exams, tests, pop quizzes, etc., in the Test Proctoring Center (TPC.) The instructor needs to complete a testing contract for the class before you will be able to finalize your exam request. This is to ensure that you receive accommodations appropriate for how the exam is given in the classroom.

Scheduling Exams

Tests must be scheduled via AIM. You may ask the TPC staff for assistance if needed. Schedule your tests at the beginning of the semester or a **minimum of five (5) business days** prior to the test. Final exams must be scheduled a **minimum of three (3) weeks** in advance. Tests scheduled late may not be approved and you may have to take them in the classroom.

Taking Exams in ODS

Check in with staff at the TPC office upon arrival.

Faculty instructions for the test will be reviewed with you before each test starts. If you have questions about the test instructions, request assistance from the TP staff. If the staff cannot assist you, they will attempt to contact your instructor for clarification. If attempts are unsuccessful, the staff will have you complete a form (to be returned with the test) to explain the problem to the instructor.

Only authorized exam materials (determined by the instructor) are permitted in the test room. These are listed by your teacher when they complete the testing contract. Please convey the importance of filling the document out accurately. All personal belongings (bags, books, notes, coats, etc.) must be left with the TPC staff. **Cell phones, tablets, etc. must be completely turned off and are not permitted in test rooms.** You are responsible for your personal test materials (calculator, etc.).

Only bottled water is allowed in testing rooms unless you have a food/drink accommodation directly related to the nature of your disability.

Test Proctoring Rules & Guidelines

- Students must read and acknowledge our rules and guidelines before they can schedule exams.
- This acknowledgement will be required at the beginning of every semester.

- Part 2

Once your test starts, you will not be permitted to leave the test room (except for approved restroom breaks). If you need a restroom break during a test, **request permission from the TPC staff and leave your test in the TPC office.** If you leave the test room without authorization from the TPC staff, the test will be collected and returned to the instructor as you left it.

Contact the TPC staff immediately if you have a problem with the test room, equipment, or proctor. Students are NOT permitted to choose their own test proctors (including reader/writers). ODS TPC will provide test proctors for testing assistance.

Canceling or Rescheduling Exams

You are expected to be at ODS at (or before) your scheduled test time. If you are more than **15 minutes late**, your test will be canceled and returned to the instructor. If you arrive late for your test, you will be given the remainder of your allotted time or you must reschedule your test.

If you decide not to take an exam in ODS or have withdrawn from the course after scheduling tests, use AIM to **cancel your remaining tests.** If you are unable to take your test due to illness or emergency, you must cancel your test in the TPC and contact your instructor. Rescheduling a missed test is the student's responsibility, but is at the instructor's discretion. To reschedule, you must obtain written authorization from the professor and forward the instructor's confirmation email to Sheri Penwell at ds_testproctor@wright.edu

After three (3) no shows, you must meet with Heather Rando to determine services for remaining exams.

You are responsible for ensuring that your travel plans do not interfere with any exams you have scheduled during final exam week.

Academic Integrity

ODS is committed to maintaining the highest academic integrity standards. To maintain this high standard, ODS uses a closed circuit video monitoring system. All test rooms & the group room are equipped with cameras that are monitored during exams. If you are observed with unauthorized exam materials, including cell phones, your instructor will be notified and the unauthorized materials will be returned with the exam. If your test proctor is observed giving you answers, your instructor will be notified and the test proctor will be terminated. Your instructor may elect to refer academic integrity/dishonesty concerns to Community Standards and Student Conduct.

Testing Agreement

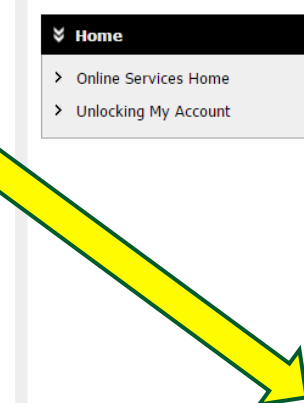
- In your faculty letter, you will see a link to the Testing Agreement.
- The link is specific for the class and section; please be sure that you are using the correct link.

In order to utilize the ODS Test Proctoring Center, you must first complete a Testing Agreement which informs our TPC of the rules students follow in the classroom. We will make the appropriate accommodations for the student in our Test Proctoring Center.

[Link specific to your class and section will be here](#)

Testing Agreement

- This option is for courses where all of the tests will be:
 - On Pilot that students take at home
 - Take home exams
 - No exams
 - Proctored by the instructor who will provide appropriate accommodations (often foreign language, music, art)
- If you chose this option by mistake, contact ODS.



Welcome Angela Bonza! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

WRIGHT STATE UNIVERSITY

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Home » **Alternative Testing - Testing Agreement by Instructor**

ALTERNATIVE TESTING - TESTING AGREEMENT BY INSTRUCTOR

Class: RHB 4040.001 - Assisted Tech Ind Living (CRN: 13938)

TESTING AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION
Type: Spring 16 This Testing Agreement is for the Spring semester of 2016.	The ODS Test Proctoring Center is a service provided for faculty to provide appropriate test accommodations for students with disabilities. Please complete the following Testing Agreement to the best of your ability based on the rules set for students who will test in your classroom. Our office will make the appropriate accommodations based on student qualifications. Only one Testing Agreement is needed per class section.

If you DO NOT require students to test in your classroom (class may test at home using PILOT, take-home exams, or exams are not given at all) OR if you will proctor exams for students with disabilities yourself and provide all appropriate accommodations (contact ODS to discuss how to do this) check the box below "I will proctor my own exams."

☐ I Will Proctor My Own Exams [Confirm to Proctor My Own Exams](#)

Testing Agreement

- Inform ODS how you plan to provide your exams to us.
 - You are not locked into this option.
- What will students need to complete your exams?

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Testing Agreement

1. How do you plan to submit your exams to the ODS Test Proctoring Center? [R]

☐ Upload exams to AIM using the link my my reminder emails at least 24 in advance (upload instructions will be included and a notes section is available for special instructions to TPC staff.)

☐ Email exams to DS_Testproctor@wright.edu at least 24 hours in advance.

☐ Deliver hard copy of exam to 180 University Hall at least 24 hours in advance.

☐ Exams are accessed through PILOT; I will extend student's time allotment.

☐ Other:

Additional Note or Comment

2. Please indicate items needed for your exams: [R]

☐ Scantron

☐ Bluebook

☐ Pilot

☐ Lockdown Browser

☒ Specific Computer Program (list below)

Additional Note or Comment

Testing Agreement

- What are students allowed to have during the exams?
- Indicate how would you like student questions handled while your student is testing in ODS.
 - Sometimes students have questions when taking their tests. In the classroom, they would approach you directly; how would you like to be contacted?

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3. Please specify what items are allowed/required for exams: [R]

☐ No special items are allowed/required

☐ Calculator (specify type below)

☐ Open book

☐ Open note

☐ Special item (3x5 index card, etc., specify below)

☐ Other (specify below)

Additional Note or Comment

4. To ensure equitable access and grading, how would you like questions from the student regarding test materials to be addressed? [R]

☐ ODS TPC staff may call my cell phone number (list below)

☐ ODS TPC staff can email me (I check my email during exams)

☐ I will come by ODS TPC after the classroom has completed the exam to answer questions.

☐ Other (specify below)

Additional Note or Comment

5. I understand that exam requests will be emailed to me for each student taking a test in my course. It is my responsibility to check that the date/time is accurate. If I do not approve the date/time that a student had requested to take an exam, I will contact the ODS Test Proctoring Center immediately. [R]

☐ Yes, I understand and agree to these parameters to ensure the integrity of my exams for this course.

☐ No, I have concerns about this statement (please describe below)

Additional Note or Comment

Testing Agreement

- Indicate how much time are students in the classroom allowed for exams/tests/etc.
- Your phone number will NOT be shared with the student, but if a question arises, Test Proctoring staff will call you to relay questions.

Exam Type(s)

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

Final Minutes

Midterm Minutes

Quiz Minutes

Test Minutes

Additional Information

Instructor Phone Number*:

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

Additional Note:

Submit Alternative Testing Contract

Exam Requests

- When a student schedules an exam, you will receive an email.
- Check that the test is scheduled for the right day/time.
- The email will contain a link: You can securely upload your test to AIM!
 - Or drop it off at ODS in 180 University Hall
 - Or email ds_testproctor@wright.edu

Email Body

A student in your class, [REDACTED] has submitted a request to have proctored exam through testing center.

Status: **Approved**

Student: [REDACTED]

Class: **RHB 3030.001 - Employ People Disability**

Exam Type: **Test**

Date: **Wednesday, September 09, 2015**

Time: **06:20 PM**

Accommodation Requested:

- Extra Time 1.50x
- Test Reader

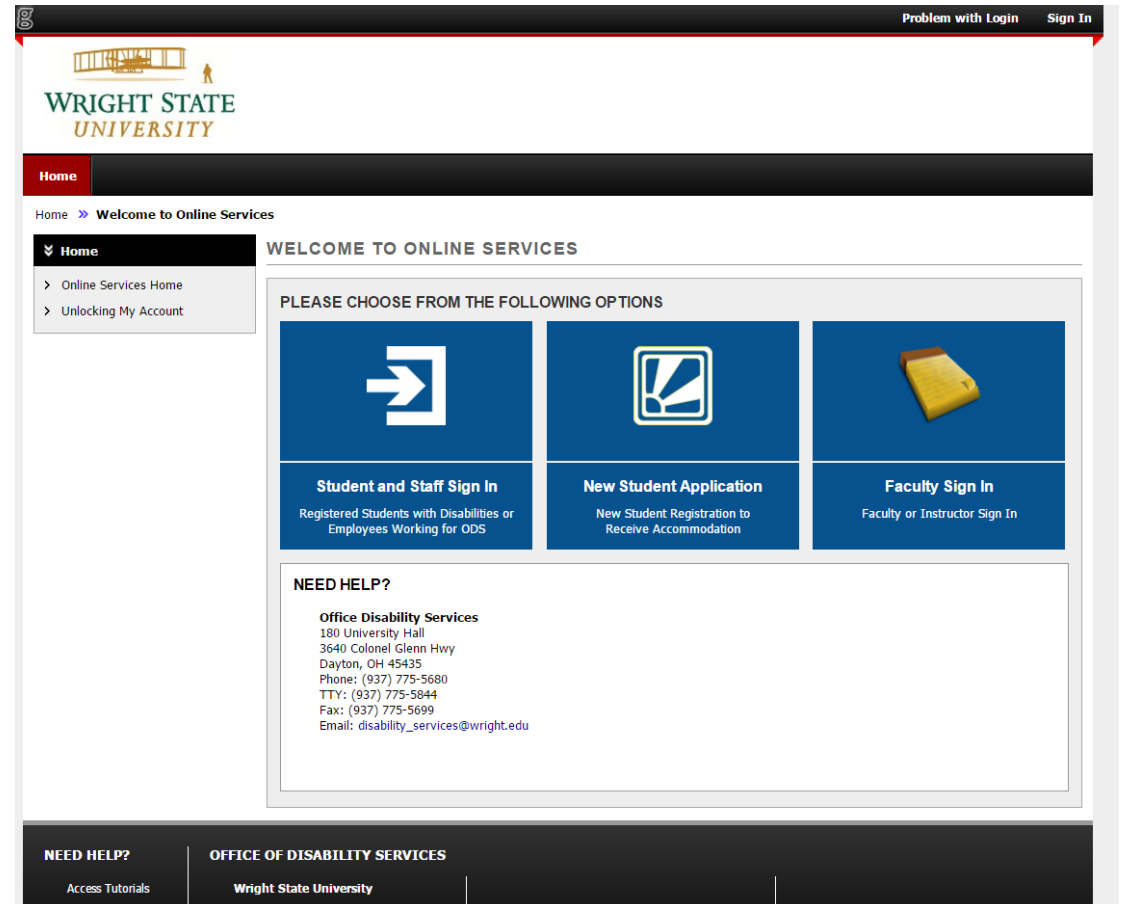
If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam:

<https://teton.accessiblelearning.com/Wright/ExamFile.aspx?ID=E71483024910813&Key=jCFcOdC3>

If you have any questions, please contact the Testing Center.

Faculty Portal

- An additional option is to utilize our Faculty Portal
 - Great for classes with large numbers of ODS students
- View the tutorial video here
 - <http://www.wright.edu/disability-services/resources/faculty-aim-guide>



Questions?

- Questions about tests, proctoring, sending, or receiving tests should be directed to:

Sheri Penwell
Test Proctoring Center
180 University Hall
937.775.5684
Sheri.Penwell@wright.edu

- Questions about the AIM system should be directed to:

Angie Bonza
180 University Hall
937.775.5680
angela.bonza@wright.edu