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.
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: 937-775-5644
Fax: 937-775-5690
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.

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.

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.

• Part 2
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.
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?
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?
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 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
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