

Office of Accommodated Testing and Services (OATS)

Sears 440

oats@case.edu

216.368.0399

OATS Staff

Rachel Inman Accommodated Testing Coordinator

Scott Bryden Accommodated Services Coordinator

Christina Hannan Department Assistant

Information about OATS

- OATS administers accommodated exams and provides Note Taking and Assistive Technology for CWRU students registered with Disability Resources.
- We provide the appropriate testing environment for your students that meets their specific accommodations while maintaining their confidentiality.
- A student may choose to take exams in OATS, with their class without accommodations, or with accommodations arranged with faculty.
- OATS proctors some online exams.

Presentation Topics

- Accommodated testing proctored by OATS
- Accommodated testing proctored by Faculty
- Accommodated Service
 - Notetaking and Assistive Technology
 - E-Text.

**Accommodated
Testing
Proctored by
OATS Staff**

Accommodated Testing Proctored by OATS

- The office proctors over 6300 exams, for 350+ students enrolled in 250+ courses, in a typical academic year.
- Overall seating capacity has been reduced for social distancing, however, the daily average number of exams can still be serviced.
- OATS staff work closely with 250+ faculty, adjunct faculty, TA's, and DA's, to provide information and assistance with the accommodated testing process.

Accommodated Testing Proctored by OATS

OATS staff and students use the **Accommodation Information Management (AIM)** system.

This specialized platform is used to

- Send confidential accommodation letters to faculty detailing approved accommodations
- Schedule exams proctored by OATS
- Send confidential exam information to faculty
- Access notes from anonymous peer note takers
- Make e-texts requests

Accommodated Testing Proctored by OATS

Approved Accommodations for Testing

- Ability to Listen to Music
- Ability to Listen to White Noise
- Ability to Take Breaks During Test
- Access to Food/Drink During Exams
- Alternative testing time
- Computer for Testing
- Ear Plugs During Exams
- Enlarged Print/Text
- Ergonomic/ADA Furniture
- Extra Time 1.50x
- Extra Time 2.00x
- Extra Time 2.50x
- Extra Time 3.00x
- Four Function Calculator
- Isolated and Reduced Distraction Environment
- Low Lighting
- Microsoft Surface Pro on Exams
- No more than one (1) exam per day
- No Scantrons
- Noise Canceling Headphones
- One Question Per Page on Exams
- Pen and Paper Version of Exam
- Reduced Distraction
- Scribe
- Smaller Testing Space (15 or less students)
- Standing Desk
- Stop The Clock Testing
- Use of Dragon for Exams
- Use of Magic and/or Zoom for Exams
- Use of Mathematica
- Use of Read and Write Gold for Exams
- Wheelchair Access

Accommodated Testing Proctored by OATS

Faculty will receive a link to the **Faculty Authorization Form (FAF)** through AIM.

- One form, per course, per semester, is needed with information to be used throughout the semester.
- Faculty should fill out the **FAF** completely with exam details shortly after receiving it so students can make test reservations in AIM.
- Confidentiality of student information must be maintained at all times, including during exams proctored by OATS staff or by faculty in the classroom or remotely.
- Once submitted, any additional information or edits can be requested by email to testing@case.edu.

Accommodated Testing Proctored by OATS

- Students should use their syllabus to make seat reservations in AIM at the beginning of the semester if dates are posted.
- All exams should be scheduled at least one week prior to a test date.
- Late requests are accepted but discouraged.
- Faculty can email the list of test dates to testing@case.edu.
- Testing materials or access information should be made available to OATS at least 1 day prior to the test date.

Accommodated Testing Proctored by OATS

- Faculty will receive a notification from the AIM system with details of student testing appointment.
- The notification will also include a link to upload exam materials, or they can be emailed to testing@case.edu.
- Faculty should alert OATS staff if there are any issues or concerns about an appointment.
- An early start may be needed to avoid overlap with other classes. Finish time should be within the allotted testing window for the class.
- Testing materials or online access should be made available to reflect the listed time for the student.
- All information is kept confidential and secured.

Accommodated Testing Proctored by OATS

Schedule conflicts may occur if extended time overlaps with another class:

- Students should notify OATS staff by email, testing@case.edu.
- OATS staff must have at least 1 week to work out arrangements with faculty.
- Alternative times will be as close to the actual class time as possible.

Accommodated Testing Proctored by OATS

Test day policies and procedures include

- All electronics, including smart watches, must be put with their backpack and store them under their testing station.
- Exams proctored via Zoom have the desk area inspected and confirming phones are set back out of reach.
- Students can only have allowable items on their desk.
 - Approved calculators
 - Notecards/Formula sheets
 - Open book/ open note

Accommodated Testing Proctored by OATS

- OATS will facilitate student questions during an exam. Faculty should anticipate questions during the exam time frames listed in the notification email that was received through AIM.
- Any test corrections or instructions the class receives will be relayed to the student test in OATS by emailing testing@case.edu or calling 216.368.0399.

Accommodated Testing Proctored by OATS

- Academic Integrity policy applies to accommodated testing.
- Rooms are monitored by cameras or through a Zoom meeting, with audio and color video.
- Academic integrity concerns will be investigated and reported if confirmed with a review of video recording.
- Faculty will be notified and a detailed report submitted.
- It is up to the Instructor and Undergraduate Studies Dean to decide the course of action.

Accommodated Testing Proctored by OATS

- If a student is unable to take an exam, the instructor will receive a “**No-Show**” alert through AIM.
- If a student has already reached out to their instructor about not being able to test, please alert OATS.
- Students should work with their instructor to schedule a make-up exam if they have flexible attendance and/or if the class policy allows.
- Missed exams due to a non-disability related illness, can be worked out with the instructor or Navigator.

Accommodated Testing Proctored by OATS

- During finals, students may request one final per day, if the total testing time is > 6 hours.
- OATS staff will communicate these requests for an alternative date with faculty.
- Students should make these requests 3 weeks before the first Reading Day.

Accommodated Testing Proctored by OATS

Final exams will be held remotely for Fall 2020. OATS staff is available to assist.

- OATS staff typically proctors over **1400 final** exams each academic year.
- OATS is open 7 am to 7:30 pm during final exam days.
- Exams with 3:30 pm start time for the class must be schedule to end by 7:30 pm in OATS.

Accommodated Testing Proctored by Faculty

Accommodated Testing Proctored by Faculty

The information in the accommodation letter is only for the intended recipient(s).

- Student's accommodations must remain confidential at all times.
- Testing arrangements can be worked out through private email or bcc email to the group of students with accommodations for general information.
- Students with accommodations must never be singled out when making arrangements for testing or any other time.

Accommodated Testing Proctored by Faculty

- Faculty may request a list of the students and their accommodations in a spreadsheet from OATS for quick reference. Please allow up to 1 week to compile this information for you.
- OATS is available to answer questions about accommodated testing.
- OATS is available to proctor exams if the student has made a request to do so. This can be handled on a case-by-case basis and communicated to all parties involved.

Accommodated Testing Proctored by Faculty

- During finals, students may request one final per day, if the total testing time is > 6 hours. This also applies to finals not proctored by OATS.
- These requests should be arranged 3 weeks before the first Reading Day.
- OATS staff can assist with these requests for an alternative date or the student can work directly with faculty.

Accommodated Services

Accommodated Services for Students

A **Peer Note Taker** is an approved accommodation determined by Disability Resource Office staff. The recruitment process will begin as soon as the request is processed and should be fulfilled as quickly as possible.

- Faculty will receive a message from Scott Bryden to post in Canvas or group email to recruit a peer note taker.
- Student names must not be used when recruiting a peer note taker.
- Please reply to the email message from Scott Bryden as soon as possible if a request has been received and faculty notes are provided or available.
- If no volunteer from the posted message is found, additional efforts will be made by OATS staff.
- Student's confidentiality must be maintained at all times. Only the student can make themselves known to the peer note taker.

Accommodated Services for Students

Assistive Technology

- Auditory & Visual Assistive Devices & Software - CART
- Notetaking Technology
- Testing Assistance Technology

E-Text

- PDF versions of textbooks & class materials
- Audio versions of textbooks

Questions?

Please contact OATS staff for questions.

Main office [216.368.0399](tel:216.368.0399)

General questions oats@case.edu

Testing questions testing@case.edu

Note taking questions notes@case.edu

We ask that in person visits be avoided if possible.

Thank you and have a
great semester!