

# Office of Accommodated Testing and Services

Sears Building Rm. 440 (Case Main Quad)

Main Office 216 368 0399

General Questions - [oats@case.edu](mailto:oats@case.edu)

Testing Correspondence - [testing@case.edu](mailto:testing@case.edu)

Assistive Tech / Note Taking - [notes@case.edu](mailto:notes@case.edu)

# Meet the Staff

Christina Hannan - Accommodated Testing

Scott Bryden - Accommodated Services

Jessica Diamond - Accommodated Testing

# Accommodated Testing at a glance

Staff can assist you with administering exams for CWRU students registered with Disability Resources.

Students submit their accommodation letters to you electronically and may meet with you directly to discuss their accommodations.

The notification will include a link to the Faculty Authorization Form (FAF). This form should be completed as soon as possible to provide staff with information about your course assessments.

# Accommodated Services at a glance

Note Takers - Staff will locate a note taker on behalf of faculty. You will receive an email when there is a request for a notetaker and details about the process.

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

E-Text - PDF and or Audio versions of textbooks & class materials

# Information for Exams Not proctored by staff

Staff is available to answer questions about accommodated testing.

Faculty may request a list of the students and their accommodations.

Information about your exam is helpful for staff to have once available to assist in organizing our roster and preparing for semester exams and finals.

Send these to [testing@case.edu](mailto:testing@case.edu).

# Information in this Presentation

AIM (Accessible Information System)

FAF (Faculty Authorization Form)

Accommodated Testing Details

Accommodated Services

Peer Note Taking Details

# AIM

## Accessible Information Management System

# AIM (Accessible Information Management)

Students and staff in both the Disability Resource Office and the Office of Accommodated Testing and Services use AIM.

The secure platform electronically stores students' confidential information, and is a vital tool for the following tasks:

- Sending accommodation letters to faculty
- Scheduling and administering exams
- Accessing notes for Note Taking accommodation
- Making e-text requests for approved accommodation



# FAF

## Faculty Authorization Form

# FAF (Faculty Authorization Form)

Faculty will receive a link to the FAF in the student's Accommodation Letter notification email.

The FAF provides staff with exam details and is important that it is completed as soon as it is received, even if we will not be proctoring your exam.

The form is course specific and not student specific. Only 1 form, per course, per semester, is needed.

Staff can copy over the completed form to other sections for the course within a semester. Email that list to [testing@case.edu](mailto:testing@case.edu), once the form is complete.

# FAF (Faculty Authorization Form)

The FAF is for the entire semester, including finals, and all fields should be filled in. See sample on next page.

Once submitted, changes can be emailed to [testing@case.edu](mailto:testing@case.edu). Staff ask that any changes announced to the class, also be relayed to us. This provides equity for students taking exams in the office.

Students may meet with you about exams or request our mediation for testing arrangements.

### Faculty Authorization Form

#### 1. What tools or resources may the student use during their exam?

- ☐ None
- ☐ Open Notes
- ☐ Open Book
- ☐ Note Cards
- ☐ Formula Sheet (8.5 x 11")
- ☐ Straight Edge
- ☒ Graphing Calculator
- ☒ Scientific Calculator
- ☒ Four Function Calculator
- ☐ Other (Specify Below)

Additional Note or Comment

#### 2. Are students required to take the exam at the same time as the class? \*

- ☒ Yes
- ☐ No
- ☐ No, but with these restrictions: (Specify Below)

Additional Note or Comment

#### 3. What is the best way to contact you during the exam if the student has any questions? (select all that apply)

- ☐ Phone (Specify Below) (Specify Below)
- ☒ Mobile Phone (Specify Below) (Specify Below)
- ☐ Email (Specify Below) (Specify Below)
- ☐ Contact TA (Specify Below) (Specify Below)

Additional Note or Comment

#### 4. How will the Testing Center receive your testing materials? (select all that apply)

- ☐ Paper copy delivered directly to Testing Center (Sears 440)
- ☒ I will upload via AIM link or email the exam to testing@case.edu
- ☐ I have audio or visual files that I will upload or e-mail to testing@case.edu
- ☒ Exam will be computer-based (Canvas or other online platform)
- ☐ No proctoring services will be needed. (i.e. lock-down browser or other format)

Additional Note or Comment

Indicate here, if no proctoring is needed.

#### 5. If your course will have more than 1 instructor throughout the semester, please add contact information for all instructors & TA's below: \*

### Exam Type(s)

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

Exam  Minutes  
Final  Minutes  
Midterm  Minutes  
Quiz  Minutes

Include durations for each option for the semester

### Additional Information

Instructor Phone Number:   
Hint: Enter 10-digit number only.

Additional Note:

# Accommodated Testing

# Accommodated Testing at a Glance

Staff average 6300+ exams for 250+ students with accommodations in a variety of courses for numerous faculty each academic year.

Communication is essential to the smooth operations of the office.

We greatly appreciate course assessment information on the FAF and an exam schedule if available.

# Approved Accommodations for Testing

- |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>➤ Ability to Listen to Music</li><li>➤ Ability to Listen to White Noise</li><li>➤ Ability to Take Breaks During Test</li><li>➤ Access to Food/Drink During Exams</li><li>➤ Alternative testing time</li><li>➤ Computer for Testing</li><li>➤ Ear Plugs During Exams</li><li>➤ Enlarged Print/Text</li></ul> | <ul style="list-style-type: none"><li>➤ Ergonomic/ADA Furniture</li><li>➤ Extra Time 1.50x</li><li>➤ Extra Time 2.00x</li><li>➤ Extra Time 2.50x</li><li>➤ Extra Time 3.00x</li><li>➤ Four Function Calculator</li><li>➤ Isolated and Reduced Distraction Environment</li><li>➤ Low Lighting</li><li>➤ Microsoft Surface Pro on Exams</li></ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

# Approved Accommodations for Testing

- |                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>➤ No more than one (1) exam per day</li><li>➤ No Scantrons</li><li>➤ Noise Canceling Headphones</li><li>➤ One Question Per Page on Exams</li><li>➤ Pen and Paper Version of Exam</li><li>➤ Reduced Distraction</li><li>➤ Scribe</li><li>➤ Smaller Testing Space (15 or less students)</li></ul> | <ul style="list-style-type: none"><li>➤ Standing Desk</li><li>➤ Stop The Clock Testing</li><li>➤ Use of Dragon for Exams</li><li>➤ Use of Magic and/or Zoom for Exams</li><li>➤ Use of Mathematica</li><li>➤ Use of Read and Write Gold for Exams</li><li>➤ Wheelchair Access</li></ul> |
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# Test Reservations

Students are asked to check their syllabi and make their test reservations in AIM by the end of Week 2 of the semester for exams proctored by our staff.



Late requests may occur and should be accommodated if at all possible. This includes walk-ins.

Exams not proctored live for the class will not require staff to proctor accommodated exams or need an appointment in AIM.

# Test Reservations

Staff can provide proctoring for students with testing accommodations.

A list of exam dates is helpful and staff appreciates information from faculty about upcoming exam dates. Email to [testing@case.edu](mailto:testing@case.edu).

Exams not proctored live for the class will not require staff to proctor accommodated exams or need an appointment in AIM.

# Test Reservations

Exams should be taken at the same time as the scheduled class time.

Early start time may be necessary if the exam duration overlaps the next class.

Stop times should be by 5 pm unless other arrangements have been made.

Online exams can also be proctored by staff.

# Schedule Conflict for Accommodated Testing

Extended time may interfere with another class. These are the steps to take:

- Students should notify staff by email, [testing@case.edu](mailto:testing@case.edu)
- Staff request at least 1 week to work out arrangements with faculty.
- Alternative times will be as close to the actual class time as possible.

# AIM System – Test Reservations

Faculty will receive a notification email from the AIM system. Usually a week before a scheduled exam date.

This notification includes:

- Student(s) name
- Start Time
- Stop Time
- Duration

Email [testing@case.edu](mailto:testing@case.edu) if you see a discrepancy in the duration or a start time that is outside the class time.

# AIM System – Test Reservations

An additional AIM notification may occur 2-3 days before and exam date. This services as a reminder that exam materials or login information is still needed, or to provide an updated list of students.

Faculty are asked to provide testing materials or login information at least 1 day in advance and no later than 1 hour prior to first start time listed in the notification email.

# AIM System – Test Reservations

Staff may be proctoring several exams in a variety of courses in a single day. Information and communication are key to organizing the day's activities.

Exam files sent to be printed out should have header information. This header should include the course name and number, faculty name, date of exam, and any special instructions.

# Test Day – for Students

Students may ask questions during an exam, and staff will communicate those to faculty and relay the response back to the student.

Any test corrections or instructions the class receives must be relayed to staff and we will notify the students in our office.

Please email them [testing@case.edu](mailto:testing@case.edu) or calling 216.368.0399, as soon as an announcement is made in class.



# Test Day – for Students

Breaks are permitted during exams.

To take a break, students must:

- Bring their exam/laptop to the main office.
- Use the facilities on the 4th floor or the closest appropriately designated location.
- Frequent or prolonged breaks are not permitted unless they are an accommodation.

# Test Day – for Students

Rooms are monitored by cameras or through a Zoom meeting, with audio and 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.

# Test Day – No Shows

If a student misses an exam, the instructor will be notified through AIM.

Staff asks to be notified if student has already contacted the instructor about missing an exam.

Students should work with their instructor to schedule a make-up exam if allowed and/or if they have flexible attendance.

Missed exams, due to illness, can be worked out with the instructor or the 4-Year Advisor with a medical note.

# Accommodated Finals

During finals, students may request one final per day, if the total testing time is  $> 6$  hours.

Staff will communicate these requests for an alternative date with faculty.

Students should make these requests 3 weeks before the first Reading Day.

# Accommodated Finals

Staff proctored over **1400 final** exams on average each semester. This can be as many as 130 a day in various courses.

The office is open 7 am to 7 pm during final exam days. Reading days are still 8 am to 5 pm.

Exams with 3:30 pm start time for the class must be schedule to end by 7 pm if proctored by staff.

# Accommodated Services

# Accommodated Services – Overview

Accommodated Services is responsible for meeting student requests for services such as:

- Peer Notetaking (2020-2021 Academic Year)
  - Accommodated Services had 215 notetakers taking notes for 204 students in 313 different classes.

# Accommodated Services – Overview

## Assistive Technology

- Auditory & Visual Assistive Devices & Software
- CART - Communication Access Read-Time Translation (Live-transcription/captioning)
- Notetaking Technology
- Testing Assistance Technology

## E-Text

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



# Accommodated Services - CART

What is CART?

- There are two types of CART transcription/captioning: Remote & In-Person
- Remote CART: the student will give a microphone to the faculty to wear at the beginning of each class, and a CART transcriber will live caption the class directly to the student's laptop during class.

# Accommodated Services - CART (cont.)

## What is CART? (cont.)

- In-Person CART: A transcriber will be physically present in the class while live captioning directly to the student's laptop.
- Most CART services will be Remote CART, with In-Person CART being used only when the situation demands it.

# Accommodated Services - CART (cont.)

## How the process works

- If you have a student using CART in your class, staff will email you to notify you.
- You will then be emailed by the University-approved CART vendor with instructions.
- The vendor will be your primary contact for most questions, however staff will be available to assist with any major questions or issues that may arise throughout the semester.

# Note Taking

# Notetaking Services – Faculty's Role

- Staff will locate a note taker on behalf of faculty. Faculty will receive an email that there is a request for a notetaker.
- The email will contain a recruitment announcement, which can be copied to Canvas or sent in a group email.
- Alternatively, staff can send the group email, but faculty would need to provide a list of their students' email addresses for that course.

# Notetaking Services – Faculty’s Role

- If no volunteer is found after one week, a second announcement is emailed to faculty to copy and post.
- If no volunteer is found after one more week, staff will set up a in-person verbal announcement to the class.
- If there is still no volunteer after the third attempt, Disability Resources is notified, and they will work with the student and faculty to find a resolution.

# Questions?

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Thank you and have a  
great semester!