

Office of Accommodated Testing and Services

Sears Building Rm. 440 (Case Main Quad)

Main Office 216 368 0399

General Questions - oats@case.edu

Testing Correspondence - testing@case.edu

Assistive Tech / Note Taking - notes@case.edu

Meet the Staff

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.

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.

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, once the form is complete.

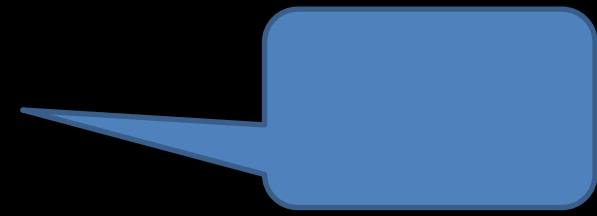
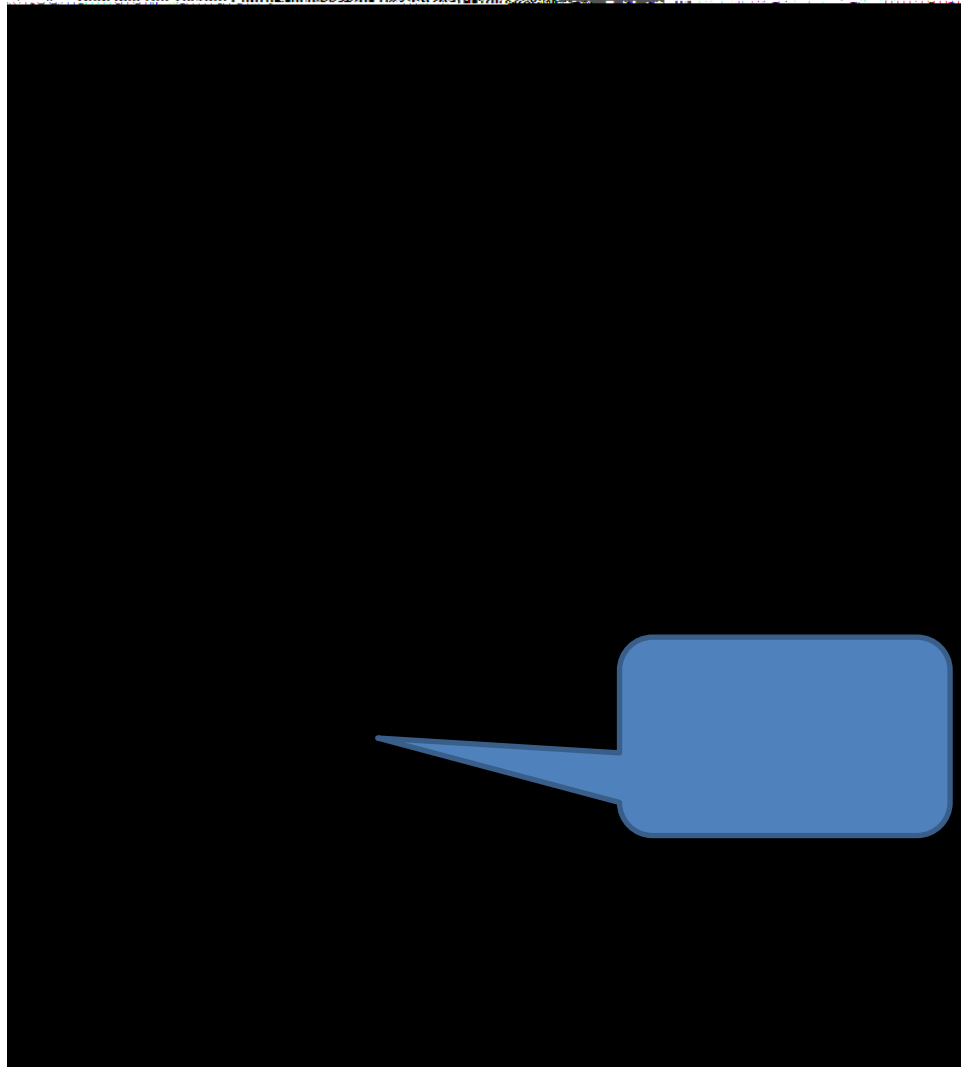
FAF (Faculty Authorization Form)

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. 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.

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



Accommodated Testing

Accommodated Testing at a Glance

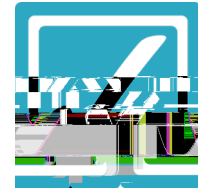
Staff average 6300+ exams for 250+ students with accommodations in a variety of courses for numerous faculty each academic year.

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.

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.

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.

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

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 ntegf.9 (c

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 the staff and we will notify the students in our office,

Please email them at

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.

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)
 - o 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 Real-Time Translation (Live-transcription/captioning)
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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!