Online/Remote Course Testing Accommodations

Accommodations related to testing should be included in all online classes and for any online timed assessments. However, the type of accommodations needed may differ from what is required in a traditional testing setting. Some testing accommodations are not always needed in Canvas or online testing platforms, while other accommodations remain necessary. We encourage students and instructors to have a conversation to discuss how the accommodations may be implemented in an online setting.
Please reach out to the ACCESS Office for any assistance.

Extended Time

If an exam is <u>untimed</u>, but available during a window of time, for example, 24 hours, the extended time is applied to the entire window. So, in the case of a 24-hour exam, a student with 50% extended time would be given 36 hours.

If an exam is <u>timed</u> within the exam window, for example available for 80 minutes during a 24-hour period, extended time is only applied to the actual amount of time a student can access the exam. In this case, the student would be given 80 minutes + 50% extended time, which would total 120 minutes in the 24-hour window.

Frequent Breaks

Students with approved frequent breaks generally will be given 10 minutes of break time per hour of testing time (see table below). Please note that this time should be applied *in addition to* any extended time accommodation. For example, if the class has 80 minutes for an exam, a student approved for breaks, and 50% extended time, would get 120 minutes for the extended time, and 20 minutes for breaks, for a total of 140 minutes. In these situations, the break time is added on top of the students' extended time and programmed right into the online platform by the instructor. As noted below, an exam calculator is available if needed.

Students approved for frequent breaks, who choose to take their online exam in the ACCESS Office, will be monitored by ACCESS Staff. When breaks are utilized, students are not permitted to leave the testing area with their cell phone, technology, or any belongings not specified on their accommodation letters.

EXAM TIME	ADDITIONAL TIME TO ACCOUNT FOR BREAKS
0 - 60 min	10 minutes

61 - 120 min	20 minutes
121 - 180 min	30 minutes

If you need assistance calculating additional time to account for breaks, please use the **Online Platform Exam Calculator**. To access the calculator, instructors can find it located on the Faculty Resources section on the ACCESS website. The calculator can also be found in multiple places within their AIM Faculty Portal.

To use this calculator:

1. Next to **Original Exam Time (in Minutes),** enter the total amount of minutes that the class will have for the exam.
2. Next to **Extended Time Multiplier**, adjust the drop-down to match the accommodation listed on the student's accommodation letter.
3. Next to **Approved for frequent breaks**, adjust this to Yes, **ONLY** if it is listed on the student's accommodation letter.

The total time for the exam will automatically be calculated.

Online Exam Reader Accommodation Options

Students requesting to utilize the Reader accommodation for an online exam can choose one of the following options:

Reader Accommodation Option #1- ACCESS Office Provided Reader

1. Students submit an exam request five (5) business days in advance (business days are Monday-Friday) through their AIM Portal. Five (5) business days' notice is also required for **final exams**.
2. Students must inform their instructor that they will be using their testing accommodations. Instructors must extend the test's time limit based on the student's accommodation and disable any lockdown browser to enable ACCESS staff to read for the student.

Remote Reader: The ACCESS staff will set up a Zoom meeting with a password-protected waiting room and provide the student with the meeting link. On the day of the test, the student will be required to initiate screen share for ACCESS staff to provide their Reader accommodation. The proctored exam will be recorded and can be provided upon request to the instructor.

In-person Reader: Students will arrive at the ACCESS office at their scheduled testing time and follow all in-person ACCESS testing procedures. An ACCESS clerk will read the exam for the student.

Reader Accommodation Option #2- Student-Provided Screen Reader

Screen Reader software can be utilized by the student. Examples of available resources include JAWS, NVDA, Natural Reader, Canvas Accessibility Checker, Read Aloud, MAC Voiceover, Windows Narrator, or any other screen readers that the student chooses to use.

> **Note: Students do not need to submit an exam request through their AIM Portal if they do not want ACCESS staff to provide their Reader accommodation.**

> 1. Students must inform their instructor that they will be using their testing accommodations. Instructors will need to extend the test's time limit based on the student's accommodation and disable any lockdown browser so the student can utilize their screen reader.
> 2. The screen reader will need to be downloaded in advance by the student. The ACCESS office does not provide screen reading software to students testing outside of the ACCESS office.

Online Exam Scribe Accommodation Options

Students requesting to utilize the scribe accommodation can choose one of the following options:

Online Exam Scribe Accommodation Option #1- ACCESS Office Provided Scribe:

> 1. Submit submits an exam request five (5) business days in advance (business days are Monday-Friday) through their AIM portal.
> 2. Students must inform their instructor that they will be using their testing accommodations. Instructors will need to extend the test's time limit based on the student's accommodation and disable any lockdown browser to enable ACCESS staff to scribe for the test.

Remote Scribe: ACCESS staff will set up a Zoom meeting with a password-protected waiting room and provide the student with the meeting link. On the day of the test, the student will be required to initiate screen share and grant remote control access to the ACCESS staff to provide the scribe accommodation. The proctored exam will be recorded and available on request by the instructor.

In-Person Scribe: Students will arrive at the ACCESS office at their scheduled testing time and follow all in-person ACCESS testing procedures. An ACCESS clerk will act as scribe for the student.

Online Exam Scribe Accommodation Option #2- Student-Provided Dictation Software:

Students who utilize a scribe accommodation can utilize dictation features, such as those built-in to Mac and Windows with Microsoft 365. Speech-to-Text is also available in Canvas.

> **Note: Students do not need to submit an exam request through their AIM Portal if they do not want ACCESS staff to provide their Scribe accommodation.**

1. Students must inform their instructor that they will be using their testing accommodations. Instructors will need to extend the test's time limit based on the student's accommodation and disable any lockdown browser so they can utilize their Speech-to-Text software.
2. Dictation software must be downloaded in advance by the student. The ACCESS office does not provide dictation software to students testing outside the ACCESS office.

Online Exam Interpreter Accommodation Option

Students requesting to utilize the Interpreter accommodation can choose the following option below:

Online Exam Interpreter Accommodation Option - Student tests with the ACCESS Office:

1. Student submits an exam request three (3) business days in advance (business days are Monday-Friday) through their AIM portal.
2. Students must inform their instructor that they will be using their testing accommodations. Instructors will need to extend the test's time limit based on the student's accommodation and disable any lockdown browser to enable ACCESS staff to interpret for the test.
    2A. If the student is being proctored remotely, ACCESS staff will set up a Zoom meeting with a password-protected waiting room and provide the student with the meeting link.
    2B. On the day of the test, the student will be required to initiate screen share to the ACCESS staff to provide the Interpreter accommodation.

Note: Students do not need to submit an exam request through their AIM Portal if they do not want ACCESS staff to provide their Interpreter accommodation.

Online Exam CART/Captioner Accommodation Option

Students requesting to utilize the CART/Captioner accommodation can choose the following option below:

Online Exam CART/Captioner Accommodation Option - Student tests with the ACCESS Office:

1. Student submits an exam request three (3) business days in advance (business days are Monday-Friday) through their AIM portal.
2. Students must inform their instructor that they will be using their testing accommodations. Instructors will need to extend the test's time limit based on the student's accommodation and disable any lockdown browser to enable ACCESS staff to caption for the test.
    2A. If the student is being proctored remotely, ACCESS staff will set up a Zoom meeting with a password-protected waiting room and provide the student with the meeting link.
    2B. On the day of the test, the student will be required to initiate screen share to the ACCESS staff to provide the CART/Captioner accommodation.

Note: Students do not need to submit an exam request through their AIM Portal if they do not want ACCESS staff to provide their CART/Captioner accommodation.