

Academic Testing for Students with Disabilities

Texas State University
Commons, Ground Level, Room G18
512.245.7856 (Main Office)

Instructor Testing Guidelines

Testing accommodations can be provided for any student with a disability by the Academic Testing for Students with Disabilities office (ATSD). Accommodations may also be provided by a faculty member, instructor of a course, or the designee of an instructor. If an instructor chooses to administer an in-class assessment, then he or she is responsible for providing the student with all relevant accommodations approved by the Office of Disability Services (ODS). If the in-class assessment is to be administered by ATSD, then the instructor and student must both adhere to the policies and procedures listed in this document. Please review these policies and procedures carefully, and contact the ATSD office with any questions. The ATSD office looks forward to collaborating with Texas State faculty to provide students with supportive testing environments.

ATSD Policies

Eligible Assessments for ATSD Administration

ATSD proctors assessments that are administered on campus for a class. For example, students taking an online course where the instructor administers the exams on campus would be eligible to take those exams at ATSD. Take home exams are ineligible unless the student cannot access his/her testing accommodations (e.g., Student needs a reader, but does not have access to text-to-speech software at home). All questions as to whether or not an assessment is eligible for administration at the ATSD office should be directed to the ATSD Supervisor.

Identification Policy

All students testing at ATSD must present valid photo identification (ID) prior to accessing an assessment. If a student does not have a photo ID, then he or she will not be permitted to test.

Requesting Regular Tests and Quizzes

- *Three Business Day Rule:* Online requests for all in-class assessments must be submitted by 5 p.m. **at least three business days in advance** of the requested scheduled date.
 - The Three Business Day Rule does not include weekends or holidays.
- All changes to submitted test requests require 1 business day to process.
- Students are encouraged to submit their requests as soon as syllabi are received in order to avoid missing the Three Business Day deadline.

Requesting Final Exams

- *One Week Rule:* Online requests for fall and spring final exams must be submitted by students **at least one week prior** to the last day of regular classes for that semester.
 - The One Week Rule allows ATSD to ensure that students have access to all of the necessary accommodations for each final exam.
- Online requests for summer session finals must be submitted following the Three Business Day Rule.
- Students must request final exams at ATSD according to the University Final Exam Schedule. All final exams at ATSD should be taken on the same date and as close as possible to the start time of the in-class exam administration.

Failure to Report for an ATSD Scheduled Exam

- *Late Arrivals:* Students must arrive at ATSD at least 10 minutes before their scheduled start time. If a student arrives more than 10 minutes after the scheduled start time he or she will be unable to test. If this occurs the student may:

- Reschedule the assessment with ATSD by submitting a new online test request. The new request is contingent on instructor approval.
- Take the assessment with the rest of the class.
- **No Shows:** Students who do not arrive at ATSD for an assessment scheduled on or before the last day of regular classes will have two options:
 - The student will need to submit a new online test request. The new request is contingent on instructor approval.
 - The student may take the test with the rest of his or her class.
- If a student misses a final exam scheduled at ATSD, the student can do any of the following:
 - Make arrangements to take the final exam with his/her instructor.
 - Contact ATSD to reschedule the final exam. All rescheduled finals are taken on the last day of final exams at the 7:30 a.m. time slot. *All rescheduled finals are contingent on instructor approval.
 - If a student misses a final exam scheduled at ATSD during a summer session, then the student will have to make arrangements with his or her instructor to make up the final exam.

Quizzes/Pop Quizzes

ODS approved testing accommodations apply to all in-class quizzes unless the student waives this right.

- ATSD encourages pop quizzes to be given at the end of class to provide the most flexibility for both the student and instructor. If a student wants to access his or her testing accommodations for a pop quiz, the instructor has three options for administering the quiz for the student:
 - Instructor provides testing accommodations to the student so that the quiz can be taken during class.
 - Instructor arranges for the student to meet outside of class to complete the pop quiz, during which the instructor provides testing accommodations to the student.
 - The instructor contacts the ATSD supervisor via email at least 3 business days prior to the class administered pop quiz to reserve a place for the student. (**This is the only instance when an instructor can sign up a student for testing at ATSD.**)
 - The student will come to ATSD at the next available testing time to complete his or her pop quiz.

Tests for Incomplete Courses & Graduate Comprehensive Exams (Comps)

- Test requests for incomplete courses and Comps must be submitted following the Three Business Day Rule.
- Students will not be able to submit an online test request, therefore ATSD will inform the instructor via email regarding the test request.

Test Security

- **Testing Surveillance:** All students testing at ATSD are monitored by trained proctors via a closed circuit video surveillance system.
- **ATSD Proctors:** All ATSD proctors are required to follow specific policies and procedures to ensure the integrity of the testing environment.
 - All ATSD student employees and proctors are required to sign a Confidentiality Statement.
 - Proctors are prohibited from proctoring exams for any course they are currently enrolled in or for any student with whom they have a personal relationship.
 - Our proctors receive training in the following areas throughout the semester:
 - ADA, HIPAA, and FERPA Compliance
 - Assisting students with sensory impairments
 - How to be a reader or scribe for an academic test
 - How to use assistive technology
 - Creating and maintaining an appropriate testing environment
 - Recognizing instances of academic dishonesty
- **Storing Personal Belongings:** Each student testing at ATSD is issued a locker to store his or her personal belongings. The following items must be placed in a locker:

- Backpacks/purses
- Heavy winter coats
- Hats
- Notebooks or notes (unless approved by instructor)
- Textbooks (unless approved by instructor)
- Scratch paper (unless provided by ATSD)
- Personal laptop computer (unless approved by instructor)
- Electronics such as: Cell phones, smart watches, MP3s, and tablets

Academic Dishonesty

Each student using ATSD services is expected to follow the Texas State Honor Code, the Code of Student Conduct, and ATSD policies and procedures.

- All students must sign ATSD's Student Policy and Procedure Agreement prior to testing at our facility. The Student Policy and Procedure agreement is a document that acknowledges all students have read, understand, and agree to abide by the ATSD Student Guidelines, the Texas State Honor Code, and the Code of Student Conduct.
- *Breaking the Texas State Honor Code:* Students suspected of violating the Texas State Honor Code will be subject to the following procedures:
 - 1) When a proctor suspects a student is breaking the Texas State Honor Code, the ATSD Supervisor or the Director of TREC is called to view the screen and to watch the student in question.
 - 2) The Supervisor or the Director will make the decision as to whether or not the student is in violation of the Texas State Honor Code.
 - 3) If a violation does occur, the Supervisor or Director will briefly stop the test to remove the student from the testing room.
 - 4) The Supervisor or Director will explain the incident and will confiscate any items related to the incident.
 - 5) The student will resume the test while the instructor is contacted for instructions on how to proceed.
 - a) If the instructor is successfully contacted, then the situation will be explained. At this time it is up to the instructor on how to proceed.
 - b) If the instructor cannot be reached, then the test is completed as normal.
 - 6) When the student is finished testing (or if the instructor requested to stop the test,) he or she will review the proctor's allegations on the *ATSD Alleged Academic Dishonesty form*, and then fill out the student portion. This form will be scanned and emailed to the instructor immediately.

ATSD School Closure Policy

Partial or Single Day Closure: If a weather-related issue or emergency situation causes Texas State University to close for one school day, then no exams scheduled at ATSD during such a closure will be administered. ATSD will reschedule all examinations for the next class day for the course, at the original requested start time, unless: (1) an email notification is received from the instructor with a new rescheduled date and time; or (2) the student sends an email to ATSD@txstate.edu with a requested rescheduled date and time for the exam. All rescheduling requests are contingent on faculty approval. It may take ATSD 24-48 business hours to process all rescheduling due to a University closure. However, the student and faculty member are able to monitor progress of the rescheduling using the ATSD Testing System. Once a request has been rescheduled, a confirmation email will be sent to the student and the instructor via their Texas State email accounts.

Multiple Day Closure: If a weather-related issue or emergency situation causes Texas State University to close for multiple school days, students scheduled to test with ATSD during such a closure will receive an email from ATSD with rescheduling instructions for each request. The new date and time of testing will be contingent on faculty approval. All affected students and faculty should monitor their Texas State email accounts for communication from ATSD regarding rescheduling.

Recommended Statement about ATSD for Syllabus

“Students who are approved for testing accommodations with the Office of Disability Services (ODS) have the option of using Academic Testing for Students with Disabilities (ATSD) office to take in-class tests or quizzes with their testing accommodations. Any student who schedules a test(s) with ATSD must schedule tests during the in-class scheduled test time (or seek an exception from the instructor) and are expected to take the test at ATSD. If a student schedules to take a test with ATSD, but decides that he/she will take the test in the classroom, the student will be responsible for notifying ATSD and the instructor prior to the class start time.”

Testing Times

ATSD's designated test start times are established to ensure that students receive proper accommodations, and face minimal distractions, given the available testing space. **These times are non-negotiable.**

Regular Tests & Quizzes

- On Monday, Thursday, and Friday, ATSD administers regular tests and quizzes at the following times: 8:00 a.m., 11:00 a.m., 2:00 p.m., and 3:00 p.m. During the fall and spring semesters, the ATSD office closes at 5:00 p.m. on these days.
- On Tuesday and Wednesday, ATSD administers regular tests and quizzes at the following times:
 - 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m.
 - During the fall and spring semesters, the ATSD office closes at 8:00 p.m. on these days.
- *Summer Sessions:* ATSD administers regular tests and quizzes at the following times:
 - 8:00 a.m., 11:00 a.m., 2:00 p.m., and 3:00 p.m. (Monday, Tuesday, Thursday, and Friday)
 - 8:00 a.m., 11:00 a.m., 2:00 p.m., 3:00 p.m., and 5:00 p.m. (Wednesday)
- *Scheduling Conflicts:* Instructors should keep in mind that many students have ODS approved testing accommodations for extended time. In most cases, such students are therefore unable to test during regular class hours, as their approved time extensions would conflict with other classes.

Finals

- During the University's designated finals period, the ATSD office is open from 8:00 a.m. to 9:00 p.m. For this time period, ATSD administers final exams at the following times:
 - 8:00 a.m., 12:00 p.m., and 4:00 p.m.
 - If the in-class final is scheduled for December 14th at 11AM, the student should request to take the final with ATSD on December 14th at 12:00PM.

Student Responsibility for Scheduling

- ATSD requires students to submit separate online requests for each in-class test, quiz, or make-up they wish to take at our office.
- It is the sole responsibility of each student to submit online test requests within the time deadlines outlined in ATSD's policy documents.

Instructor Role for ATSD Testing

Instructors will have the opportunity to review each student submitted test request by logging into the ATSD Testing System at <https://tim.txstate.edu/atsdtesting/Home.aspx>. Federal law requires institutions of higher learning to provide accommodations based on a student's documented disability. Compliance with these laws is mandatory.

Assessment Notification

Instructors are encouraged to provide students with sufficient notice of assessment dates (at least 72 hours in advance).

Designating a Test Request Status

The instructor will need to select the appropriate status for each student submitted test request. If no action is taken by an instructor on a test request, ATSD will schedule the test pending the instructor's approval. It is important that a faculty status is designated for a test request as soon as notification is received. This ensures ATSD has a sufficient amount of time to appropriately schedule the request.

- 1) *Approved*: If all the information submitted by the student in the assessment request is correct.
- 2) *Denied*:
 - a. If the instructor will not allow the student to test or there is no test scheduled. Indicate a reason in the "Comments" box. ATSD will contact the student and inform them that their request was not approved.
 - b. If some of the information submitted by the student in the assessment request is incorrect or needs to be changed. Indicate the necessary changes in the "Comments" box. ATSD will contact the student about what was changed and send a confirmation.

Assessment Information

Course Instructors should provide ATSD with all information related to the in-class administration of each assessment. Details regarding assessment format and proctoring allow our office to accurately alter the assessment to meet each student's ODS approved testing accommodations. In order for ATSD to administer an in-class assessment exactly as desired by an instructor, the instructor should provide all of the following information in the testing system:

- *Faculty Forms*: Indicate how students in-class will record answers by selecting the appropriate option from the list.
- *Time Allowed in Class for Test*: The instructor should verify that the time allotted for the in-class exam appears correctly in the test request. This field will default to the amount of scheduled class time unless altered by the instructor. (ATSD will calculate any applicable extended time using the information submitted in this field.)
- *Test Delivery Option*: The instructor should indicate how he or she would like to receive the completed exam. Test packets can be delivered by the ATSD courier or picked up by an instructor or designee.
- *Faculty Approved Materials*: Indicate all materials allowed for the exam by selecting the appropriate items from the list. These will be the only items the student will be allowed to take in the testing room with them. It is imperative that a detailed list of all materials approved for in class use is communicated to ATSD prior to the exam. Students testing at ATSD should be permitted to use the same materials as the class. (i.e.-If students in-class will be allowed to use a scientific calculator, then students at ATSD should be permitted to use a scientific calculator.)
 - If a student testing at ATSD wishes to use materials or equipment that are not provided during in-class administration, then he or she must have an ODS approved accommodation. In the absence of such an accommodation, students testing at ATSD may only use the materials and equipment that are available to students in class. For example, students testing at ATSD are only permitted to use a computer if a computer will be provided to all students in-class, OR if the student has an ODS approved testing accommodation that requires the use of a computer during testing.
 - *Assessment Format*: The instructor should indicate how the exam will be administered in-class.
 - *Paper/Pencil*: Students in-class will take the assessment via paper.
 - *Online (Web Based)*: Students in-class will use the Internet (TRACS, SIMnet, etc.) to take the assessment.
 - *Computer Based (Special Program)*: Students in-class will use a certain computer software (SPSS, Notepad ++, etc.) to complete all or part of the assessment.
- *Additional Instructions*: If necessary, include any special instructions needed to administer the exam.
 - e.g.- "Part I of the test is closed notes. Part II of the test is open note."

Providing Tests to ATSD

To ensure that each test is administered accurately, ATSD must receive **regular** exams by 12:00 p.m. on the business day prior to the scheduled exam. Due to increases in volume, **final** exams must be received by 12:00 p.m. on the first reading day of the semester. It is important to submit tests as soon as possible so ATSD can review the test, include the necessary materials, and ensure that all testing accommodations are

administered properly. ATSD will not be responsible for mistakes (i.e. answers on test, missing pages, missing scantron, etc.) for assessments submitted after the exam submission deadline.

- If possible, the preferred method for receiving tests is uploading exams in Microsoft Word format via the testing system. We make this request because many students have ODS approved accommodations for enlarged print or using assistive technology such as a screen reader. It is easier and more efficient to enlarge an electronic test that is in Word format and most screen readers work more efficiently with Word formatted documents.
- Tests that need to be converted to Braille will need to be received at least two business days prior to the submission deadline. Instructors will need to send the exam in Microsoft Word format.
- **Audio Portions:** ATSD encourages instructors to administer any audio portions of exams. If ATSD must administer an audio portion of an exam, the audio component must be saved to a CD and hand delivered to ATSD. If the test is a PowerPoint presentation with embedded audio, it is the instructor's responsibility to embed the audio.
- There are three ways to send tests to ATSD:
 - 1) Upload to the ATSD Testing System (<https://tim.txstate.edu/atsdtesting/Home.aspx>) (Preferred)
 - 2) Email to ATSD@txstate.edu
 - a. If you email, please include the following:
 - i. Date of Test
 - ii. Course
 - iii. Instructor of Record Name
 - iv. Name of Student(s) taking test
 - v. Special Instructions for test, if not indicated online (i.e. scantron, formula sheet, calculator, open book)
 - 3) Hand deliver to ATSD Office (Commons, Lower Level, G18)
- **Final Exam Special Note:** If an instructor does not have a final exam ready to be administered by the time and date the student has scheduled the final with ATSD, the instructor will be responsible for accommodating the student in his/her own department.

Correspondence

Submission of a Test Request: When an electronic test request is submitted by a student, an automated email notification is immediately sent to the instructor on record. This could be several weeks in advance or two business days before the scheduled test date. This serves as the **first** contact between ATSD, the student, and the instructor about the specific test information.

- *Exam Submission Reminders:* If an assessment has not been received, ATSD will send the following reminders:
 - Email Reminders – Sent two business days before the student plans to test at ATSD and the business day prior to the assessment date.
 - Other Reminders – Additional reminders are sent to Instructors and/or department offices if testing volumes and circumstances allow our staff the ability to give the following reminders:
 - Telephone call the afternoon prior to the exam date.
 - Telephone call and/or email the morning of the exam.
- *Changes to Submitted Test Requests:* Instructors of record will be cc'd on all communication related to a student request to change the date and/or time of a submitted test request. Instructors have the right to deny student submitted changes.

Receiving Completed Test Packets

Pick-Up or Delivery of Completed Test Packet

After a student has completed the test, all materials used (i.e. scantron, answer form, notes or other materials that were allowed) are placed in the testing envelope. The test packet is checked by the ATSD Supervisor before the envelope is sealed. Instructors can receive their completed tests by:

- *The ATSD Courier:* The courier will deliver it to the department office.
 - The individual in the department office receiving the test must sign for the test packet.
 - During regular testing the courier delivers tests every afternoon.

- ATSD can only deliver completed exams to the department office that corresponds with the course that appears on the test request form.
- *Test Pick-up*: Instructors may pick up completed test packets in person from the ATSD office. The instructor may send a designee in his or her place, but must indicate this on the testing request form or prior to pick-up.