Alternative Testing Information and Procedures

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified handicapped individual in the United States...shall, solely by reason of...handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Both the University’s commitment to accessibility, and by Federal law, students with disabilities are entitled to be tested in a manner that accurately assesses their knowledge and skills.

Alternative testing/assessments require the most coordination between faculty and Student Disability Resources (SDR). Tests may need to be scheduled at a different time due to side effects of medications or sleep patterns; students may need use of a computer for essays or short answers; some students cannot demonstrate their knowledge of the material through multiple choice or fill in blank formats, so an alternate test may be needed or oral presentation instead of written; some students may need a scribe, large print, Braille, or audio taped test. In some cases it is appropriate to provide access to a few notes such as pre-authorized list of the formulas, theories, or names.

Alternative Testing Procedures:

Students authorized to receive alternative testing must schedule an appointment with instructors within the first week of classes to discuss accommodations.

The student must present the instructor with a SDR Course Accommodation Form outlining what accommodations are authorized. Note what types of testing accommodations are to be provided.

Faculty is responsible for arranging a proctor for all testing requests NOT requiring Assistive Technology. Testing accommodations not requiring technology include but are not limited to additional time, quiet room, a scribe, or a combination thereof. Faculty may request a Proctor student Assistant from SDR. Faculty requesting a proctor is still to arrange a room for the student to take their test.
Student Disability Resources (SDR) is responsible for proctoring all tests requiring Assistive Technology such as, but not limited to Braille, Zoomtext, Kurzweil, CCTV, or Dragon Naturally Speaking.

Students authorized for alternative testing must provide the instructor with the Test Notification Form. The form may also be downloaded and printed from https://csumb.edu/sdr/forms-0.

- Upon receipt of the form instructors should verify the student information is complete and correct.
- Instructors who will be providing the proctor must fill out section one (1) and Section two (2), selecting the “FACULTY PROCTORED” option and signing under B stating, “I/My department will administer the exam with the accommodations noted on SDR Course Accommodations Form.” Please return the form to SDR as soon as possible.
- Instructors requesting SDR to proctor in accordance with the authorized services must fill out section one (1) and Section two (2) selecting the SDR PROCTORED option and signing under option A stating, “I am requesting SDR to provide assistive technology testing space for proctoring.”
  - Instructors must deliver the test to SDR at least one business day prior to the scheduled test via the method indicated by the instructor on the request form.
  - SDR will proctor the test and return the test via the method indicated on the request form.

Alternative Testing Proctor Instructions

- Ensure student, class and proctor information on front of form is compete and correct.
- Verify testing conditions and materials indicated on front of form under test conditions.
- Remove all personal items other than those indicated on front of form under test conditions from the student to be tested. Have student fill out purple half sheet listing their belongings. And secure their belongings where you and the student feel they are safe.
- Absolutely NO cellular phones, pagers, backpacks, purses may be with the student being tested.
- Give students the test form or open electronic version (if applicable) and begin examination.
Alternative Testing Student Client Responsibilities

You have been approved for the testing accommodations stated on your Student Disability Resources (SDR) Course Accommodation Form. As a client of the alternative testing service you are responsible for managing the aspects of the test proctoring listed below within the indicated timeframes.

By Requesting Alternative Testing Services I Agree:

- Students must schedule to meet with Instructors within the first week of class sessions for classes in which you intend to use the Alternative Testing service.
- Students must present the Course Accommodation Form(s) to each instructor. The form must be signed by your instructor and returned to Student Disability Resources (SDR) immediately upon completion.
- Students must have a Testing Notification Form completed, signed by your instructor and returned to SDR at least two (2) weeks in advance for each test, quiz, mid-term exam, and final exam.
- Students requiring Assistive Technology (AT) must contact SDR two (2) weeks prior to any quiz or exam to schedule use of the SDR AT lab in Health and wellness Services (Bldg. 80).
- All students must ensure instructors provide SDR with a copy of the test to be taken and any additional instructions, i.e. open note, calculator, etc. at least 24 hours in advance of the scheduled exam, test, quiz, mid-term, or final.
- Students must take the exam during the time scheduled or show a, “just cause reason” for failing to do so.

By signing below, I acknowledge I have read and understand my responsibilities as a client of CSUMB SDR Alternative Testing Services.

________________________________________________                 ______________________________
Signature                                                                                         Date

Original: Client File

Cc: Client
ALTERNATIVE TESTING NOTIFICATION FORM (Effective 10/25/15)
This completed form must be returned to Student Disability Resources no later than two (2) weeks before an exam, quiz, mid-term exam, or final exam.

Class Exam Date: ________________

STUDENT (please complete in its entirety.)

Student Name: _________________________________ Course: _______________ Section: ________________

Faculty Name: _________________________________ Office: ________________ Phone: ________________

FACULTY (Please complete section 1 regarding test conditions. Please complete section 2 regarding proctoring request. NOTE SDR usually only proctors if student uses assistive technology.)

Section 1: (Check all that apply.)

Test Conditions:
☐ Calculation format ☐ Closed book exam ☐ Calculator
☐ Multiple-choice format ☐ Notes not permitted ☐ Blue Book required
☐ Essay format ☐ Open book exam ☐ Scantron required
☐ Problem-solving format ☐ Notes permitted _________ ☐ On-line exam
☐ Other: ______________

The class will receive ________________ hours and ________________ minutes to complete the exam.

Section 2: (Please select A or B.)

A. (Check here and sign below) ____ SDR PROCTORED (only for students who require assistive technology.) I am requesting SDR to provide assistive technology testing space for proctoring.
☐ I understand that I am required to deliver tests needed conversion 10 days in advance.

Faculty Signature: _____________________________________ Date: ____________________

Exam delivery:
☐ Faculty will fax exam 24 hours in advance to SDR fax; (831)582-4024
☐ Faculty will email exam 24 hours in advance to SDR email sdr-alternative-testing@csumb.edu
☐ Faculty will hand deliver exam 24 hours in advance to SDR in Health & Wellness Services (Bldg. 80).

Exam Return:
☐ SDR will return via _____ campus mail or _______ email within 1 business day to faculty.
☐ Faculty will pick up completed exam from SDR in Health & Wellness Services (Bldg. 80).

B. (Check here and sign below) ____ FACULTY PROCTORED
I/My department will administer the exam with the accommodations noted on SDR Course Accommodations Form.

Faculty Signature: _____________________________________ Date: ____________________