STUDENT DISABILITY RESOURCES
Health and Wellness Services (Bldg. 80)
100 Campus Center, Seaside, California 93955-8001
831.582.3672 (phone) 831.582.4024 (fax) 831.582.5307 (TTY)
Email: student_disability_resources@csumb.edu
https://csumb.edu/sdr

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](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.
Student Disability Resources (SDR) Alternative Testing Procedures for CSUMB Students with Disabilities

The faculty process begins with a student faculty with a SDR Course Accommodation Form letter saying that he/she has a...“federally recognized disabling condition”...“authorized for the following accommodations”...When one of those accommodations includes an accommodation for “Testing,” it is the faculty’s responsibilities to provide the accommodation. This accommodation is called Alternative Testing. Below is a guide on how to provide Alternative Testing accommodations. For more information, please download the Alt Testing Faculty Packet and the Alt Testing Student Packet from SDR’s website at https://csumb.edu/sdr/forms-0. To request this Alternative Testing Faculty Tool in a different format, please contact SDR at 831-582-3672 or email at sdr-alternative-testing@csumb.edu

<table>
<thead>
<tr>
<th>Student Scenario</th>
<th>Steps to Take</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student receives a testing accommodation of extra time in a quiet room (including the use of a computer if mandated).</td>
<td>Faculty arranges a room for the student to take the test.</td>
<td>1) Faculty finds a private room away from the classroom that is quiet and has few distractions. If help is needed, enlist assistance from the departmental Administrative Support Coordinator who knows the schedules of the rooms in the department, or from the Building Emergency Coordinator who may know of rooms in the building that are available.</td>
</tr>
<tr>
<td>The student receives a testing accommodation proctored by SDR for extra time and utilizing assistive technology in a SDR Assistive Technology Room.</td>
<td>It is the student’s responsibility to contact SDR at 831-582-3672 to schedule a time for taking the exam in a SDR Assistive Technology room. Please inform the student they must call 2 weeks in advance of the desired testing time to reserve a room.</td>
<td>1) Please prepare an Alternative Testing Notification Form and email it to <a href="mailto:student_disability_resources@csumb.edu">student_disability_resources@csumb.edu</a> to let SDR know the conditions of the test. The form tells us whether or not the test is open-book, to be completed on the computer, etc. A blank Alternative Testing Notification Form was included in the Course Accommodation packet the faculty receives from the student. We ask for this to be emailed to: <a href="mailto:sdr-alternative-testing@csumb.edu">sdr-alternative-testing@csumb.edu</a> 2 weeks prior to the exam. The form can also be downloaded from our website at <a href="https://csumb.edu/sdr/forms-0">https://csumb.edu/sdr/forms-0</a>. Click on the Alt Testing Student Packet link found on the last page of this information packet. You may complete it on your computer (Google Chrome) and email it to: <a href="mailto:sdr-alternative-testing@csumb.edu">sdr-alternative-testing@csumb.edu</a>. If you don’t have an electronic signature, sending the completed form your email address can act as a signature. 2) At least 24 hours before the scheduled exam, email the test to: <a href="mailto:sdr-alternative-testing@csumb.edu">sdr-alternative-testing@csumb.edu</a>. If the exam needs to be converted, SDR needs the exam 10 days prior to the scheduled testing time. (Test Scheduling Tips continued on page 4.)</td>
</tr>
</tbody>
</table>
Student Disability Resources (SDR) Alternative Testing Procedures for CSUMB Students with Disabilities

Test Scheduling Tips

1. Planning ahead allows more flexibility in scheduling, as unused rooms tend to fill up quickly, especially during the mid-term and final testing periods. To ensure appropriate testing confirm room reservations 10 days in advance.

2. Please use your department’s Administrative Support Coordinator or appropriate support employee who often have access to room schedules. Building Emergency Coordinators should know about all the rooms in the building where you have your classes, and thus could also be a good source for finding a room.

3. 25Live is a good source for booking rooms. Look at availability through the website at: https://25live.collegenet.com/csumb/#home_my25live. For access to book a room, please send an email to: webmasterr25@csumb.edu

4. You can schedule rooms by using your Google calendar and clicking on “Rooms” located on the right hand side of your calendar. Rooms with a red X in a box are restricted and cannot be used. Below are the procedures for booking a room.

See page 5 for a brief description of these rooms plus a few other rooms on campus.

Test Proctoring

1. Ten days before, in writing, please confirm the following with the student: exam time, duration with accommodation, and location. Let the student know that they will be expected to leave all personal items outside of the testing room, e.g. coat, cell phone, etc.

2. Day before test, be sure to have: the test, clear information from the faculty about authorized test accommodations for the student (stated on the confidential SDR Course Accommodation Form), and the testing conditions e.g. open books & notes, scantron form exceptions, simple calculator only, etc. and how to reach faculty during test if questions/concerns arise. Verify that test conditions & materials are set up so that you can discuss with student. All if this information should be recorded on the Alternative Testing Notification Form we recommended you use (See page 6.)

3. Test day: post sign on door: Quiet Please. Do not disturb on day of week, date, 10AM-Noon. Questions? Ask @ room .

4. Remove all items from the student being tested other than those approved by faculty as test conditions and store them with you until the end of the test. The student should have been told in Tip 1 to not bring valuables, and that absolutely NO cellular phones, pagers, backpacks, or purses can be with them during the test; and that they will be removed to a secure spot while the test is being administered. Offer to inform student of remaining time allowed at preset times.

5. Give the student the exam form or open the electronic version (if applicable) and begin examination.

6. Note the time the exam began. Check the student only as determined and communicated PRIOR to start of test.

7. Note any time away from the test site, e.g. if restroom breaks are taken note the time away from the test.

8. End the examination at the time allowed and note the time exam ended. Document any unusual test circumstances.

9. Deliver the completed test in accordance with drop off instructions from the faculty. Include any proctor comments.

10. SDR recommends that departments use a testing verification form for each test to log details from Tips 2 - 8 as well as:

   I acknowledge administering this exam with the accommodations specified on the Alternative Testing Notification Form.

   Proctor’s Signature: ___________________________ Date signed: ___________________________

11. Below is an option on the verification form for recording wait time that can cause the exam period to be shortened.

   Wait Time ______________ Your Exam is shortened by ______________ Student No Show ☐

   Signature: ___________________________ Date Signed: ___________________________
Below is a list of options for sites that can be booked for testing. We recommend that even though there are up to 10 seats, only up to 5 students be placed around a conference table far enough apart to preserve the integrity of the exam. **SDR may** have some available test proctors (student assistants) during finals week.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Room #</th>
<th>Room Configuration</th>
<th>Seats Available</th>
<th>Privacy, Noise Levels, Other Comments</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mountain Hall C (Conference Room)</td>
<td>N/A</td>
<td>Long conference table</td>
<td>10</td>
<td>Can shut door. Very private.</td>
<td>Linda Novotny Ext.4022</td>
</tr>
<tr>
<td>*Mountain Hall D Conference Room</td>
<td>N/A</td>
<td>Long conference table</td>
<td>8</td>
<td>One wall is all windows, can seat 5 facing away from window.</td>
<td>Andrea Cedillo Ext. 3321</td>
</tr>
<tr>
<td>*Mountain Hall D (Computer Lab)</td>
<td>N/A</td>
<td>Separate tables, 2 computers per table</td>
<td>8</td>
<td>Projector, no windows, can close door, quiet.</td>
<td>Andrea Cedillo Ext. 3321</td>
</tr>
<tr>
<td>*Alumni &amp; Visitors Center Meeting Room</td>
<td>N/A</td>
<td>Long conference table</td>
<td>5</td>
<td>Can shut door. Hardly any traffic.</td>
<td>Open 8-5 Book on Google Calendar. Click on add rooms on the right hand side.</td>
</tr>
<tr>
<td>*Student Services Building (1st Floor Conference Room)</td>
<td>111</td>
<td>Long conference table</td>
<td>10</td>
<td>Can shut door. Book on Google Calendar. Click on add rooms on the right hand side.</td>
<td></td>
</tr>
<tr>
<td>*Student Services Building (2nd Floor Conference Room)</td>
<td>213</td>
<td>Large square of 8</td>
<td>18</td>
<td>Can shut door, quiet, blinds for windows.</td>
<td>Dr. Higgs Conference Room-contact Stella Carmona Ext. 4363</td>
</tr>
<tr>
<td>Ocean Hall A (Conference Room)</td>
<td>N/A</td>
<td>Long conference table</td>
<td>10</td>
<td>Can shut door, no windows.</td>
<td>Siphannay Nhean Ext. 3736 Crescenda Zuccaro Ext. 3853 or email <a href="mailto:snhean@csumb.edu">snhean@csumb.edu</a> <a href="mailto:czuccaro@csumb.edu">czuccaro@csumb.edu</a></td>
</tr>
<tr>
<td>Library Rooms</td>
<td>1108, 2156, &amp; 2157</td>
<td>Desk with computer</td>
<td>1</td>
<td>Can shut door, no windows.</td>
<td>Rachel Helmle Ext. 3328 or email <a href="mailto:sdr-alternative-testing@csumb.edu">sdr-alternative-testing@csumb.edu</a></td>
</tr>
</tbody>
</table>

*Check availability through Google Calendar.
Have rooms to add? Please contact SDR
ALTERNATIVE TESTING NOTIFICATION FORM (Effective 1/21/2020)

This completed form must be returned or scanned to Student Disability Resources (email above) no later than two (2) weeks before an exam, quiz, mid-term exam, or final exam.

Exam Date/s (may list multiple testing dates for the duration of the semester):

STUDENT (Complete in its entirety.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Student ID #:</td>
<td></td>
</tr>
<tr>
<td>Course # &amp; Section (ex. BUS 101-01):</td>
<td></td>
</tr>
<tr>
<td>Faculty Name:</td>
<td></td>
</tr>
<tr>
<td>Faculty Email:</td>
<td></td>
</tr>
</tbody>
</table>

FACULTY: Please complete both section 1 (regarding test conditions) and section 2 (proctoring request).

**Section 1:** Reference the student’s Course Accommodation Letter and please check all that apply for test conditions:

- Calculation format
- Closed book exam
- Calculator
- Multiple-choice format
- Open book exam
- Blue Book required
- Essay format
- No notes permitted
- Scantron required
- Problem-solving format
- Notes permitted ___ pages
- On-line exam
- Short Response
- Use of Internet permitted
- Other: ______________

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

Student authorized for extended time: Y or N

Extra Time: x 1.5 (____ minutes) or x 2 (____ minutes)

During alternate time of exam, please list a contact name and number in case an issue arises:

Name: __________________________ Phone Number: __________________________

FACULTY: Please complete section 2 regarding proctoring request. NOTE: SDR only proctors if the student is authorized for the use of assistive technology.

**Section 2:** (Please select one of the following and sign below.)

**A. _____ FACULTY PROCTORED (or responsible for arranging proctored exam.)**

- I/My department will be responsible for proctoring exams.
- I/My department will administer the exam with accommodations noted on SDR Course Accommodations Form.

**B. _____ SDR PROCTORED (only for students who require assistive technology.)** I am requesting SDR to provide assistive technology testing space and proctoring for the listed dates of quizzes and/or exams. Please email sdr-alternative-testing@csumb.edu for further instructions.

Faculty Signature: __________________________ Date: ________________

Student Signature: __________________________ Date: ________________

Comments: ____________________________________________