

# ALTERNATIVE TESTING CENTER FACULTY RESOURCE GUIDE

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## Alternative Testing Center (ATC) Faculty Resource Guide

A collaborative relationship between UTA instructors and the ATC, is **essential** to ensuring equitable access for all Mavs across campus. Together, we can meet the needs of a diverse community of learners and future leaders. This collaboration is vital for ensuring that exam details are not overlooked, test integrity is maintained, and that all students receive equitable opportunities to display their knowledge of course content. Instructors can ensure UTA's success in these efforts by:

- **Completing the Testing Agreement** with detailed exam instructions upon receiving students' accommodation letters (faculty notification letters).
- Providing tests and test materials 1 business day before exam date.
- Notifying the ATC in a timely manner about any adjustments to exams or exam administration instructions.
- Maintaining open communication with ATC staff, including updated course contact information.
- Staying up to date on ATC policies and procedures. Likewise, the ATC will notify faculty of any changes to policy in a timely manner.

### ATC Policies

- The ATC uses the information management database [AIM](#) to coordinate exam administration for students with exam accommodations such as extra time.
- Students can begin testing up to 15 minutes prior to their scheduled exam time. Allowing students to test early helps ensure we have space and resources available for all students.
- Students are informed to schedule exams during their class time or according to an instructor's designated time. Exceptions occur when extra testing time will conflict with other classes or go beyond closing hours in the ATC. Occasionally the ATC may change a student's exam time to ensure we can provide the appropriate accommodations.
- If a student's exam is scheduled outside of the class meeting time, then it must be scheduled to overlap with the class time, or the student may be asked to schedule their exam on the following business day. Students must have instructor approval to take exams that do not overlap with the class meeting time.
  - Faculty can request that students remain in the ATC until the rest of the class has started the exam, and ATC staff will ensure that students will not have access to internet or personal devices while they wait. **Faculty must specify this request in the Testing Agreement so ATC staff know which students need to remain in the ATC.**
- Students are only allowed approved items in the testing space.
- The ATC is monitored by surveillance cameras at each testing station and in each individual testing room. Any students caught cheating will be reported to their course instructor. ATC staff can pull footage from cameras and provide to instructors in a video file (avi or mp4).
- Students are allowed 5-10 minute respite breaks per hour unless otherwise prohibited by an instructor. Students are not allowed to get items out of their locker during breaks unless they show the items to the ATC staff.
- The ATC staff will make every effort to contact instructors when students have questions about a test. We recommend having access to Teams in case ATC staff need to communicate with an instructor during a test.

## ATC Exam Scheduling Deadlines for Students

### Regular Semester Exams, Midterms, and Make-Up Exams:

- Must be scheduled 3 business days in advance

### Quizzes:

- Must be scheduled 3 business days in advance

### Final Exams:

- Must be scheduled one week (7 days) before the Monday beginning the final exam week.

### Late Exam Requests:

- Any exam scheduled outside of ATC deadlines is considered late and requires the student to add a note about why they are scheduling the exam late.
- All exams should be scheduled at the beginning of the semester to prevent last-minute requests. If a student arrives at the ATC without making an exam request according to the deadlines, or have made a late exam request, they will not be allowed to take their exam in the ATC at that time. Rescheduling the exam will require instructor approval and will be approved based on ATC space/proctor availability. **We do not accept requests made within 24 hours of an exam time.**
  - Monday – Friday are considered business days and 8:00 AM – 5:00PM are considered business hours.
- Students that miss a deadline can ask the course instructor to provide accommodations for a test. However, if the course instructor cannot accommodate a student, then the student may have to take the exam without accommodations. Exceptions to ATC deadlines may be approved on a case-by-case basis.
- Students who have submitted more than 1 late exam request, will be asked to meet with their Accessibility Specialist to go over the ATC scheduling procedures and to schedule all remaining exams for the semester.
- Continued late exam requests will result in suspension of ATC use and will require attendance to a meeting that includes the ATC Assistant Director, assigned Accessibility Specialist and the SAR Center Associate Director before being allowed to resume testing with the ATC.

## Completing a Testing Agreement

1. Log in to the [AIM Instructor Portal](#)
2. Read and agree to the FERPA statement and select “Continue to View Student Accommodations”.

**REMINDERS**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

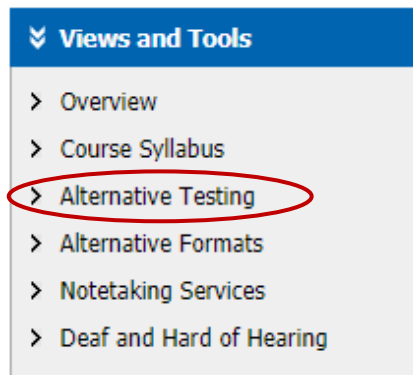
Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)

3. From the left-hand side, select “Alternative Testing”.



4. To enter a new Testing Agreement, choose the course from the drop-down menu under “Specify Testing Agreement and then choose “Continue to Specify Testing Agreement”.

**Please note: The same Testing Agreement applies to all students in a single section of a course and for all exams in that section. The system will automatically populate the agreement to all accommodated students in that course section.**

## ALTERNATIVE TESTING

[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

**SPECIFY TESTING AGREEMENT**

Select Class:

[Continue to Specify Testing Agreement](#)

5. If you would like to edit an existing agreement, simply select the course from the “Select” drop-down menu under “List Testing Agreement” and click “View”. After making the changes, be sure to scroll down and select “Update Testing Agreement”.

**LIST TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Testing Agreements and click View. If you would like to make a copy of your Testing Agreement to another course, please use the following function to select your source Testing Agreement and your other course.

Select:

Copy to:

6. If you would like to copy an existing Testing Agreement to another section of the same course, choose the existing agreement from the “Copy” drop-down menu under “List Testing Agreement” and choose “Copy”.

**LIST TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Testing Agreements and click View. If you would like to make a copy of your Testing Agreement to another course, please use the following function to select your source Testing Agreement and your other course.

Select:

Copy to:

7. Each question on the testing agreement provides the option to add additional notes or comments. For any questions that do not apply to your exams, type N/A in the Additional Note box.

**Additional Note or Comment**

8. Follow the same steps to edit a testing agreement. If you have any questions regarding Testing Agreements, please don't hesitate to contact our office. You may reach us at 817-272-3420 or [alternativetesting@uta.edu](mailto:alternativetesting@uta.edu).

## Testing Agreement Questions

<b>Testing Agreement</b>
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Students will see responses to the questions in **blue text** when they schedule exams.

Questions with an \* require a response. Instructors should enter N/A for any question that does not apply to their course.

Questions and response options are subject to change over time.

1. **Please list all known Exam Dates below: \***
2. **Is this an online exam with an access code? \***
  - No
  - Yes (Specify Below)
3. **ATC policy states that students can begin testing up to 15 minutes late, with that time deducted. Do you approve students to start the exam later than 15 minutes, with time deducted?\***
  - No
  - Yes
4. **Exam needs to be completed by \* (Selection is Required)**
  - Next calendar week day
  - Next scheduled class day
  - End of exam week
  - Number of days to have the exam completed: (Specify Below)
5. **Exam return preference \***
  - AIM Instructor Portal (standard method, electronic delivery)
  - N/A Online Exam
  - Instructor will pick up from Testing Center
  - Designee(s) named below will pick up from Testing Center (Specify Below)
6. **Exam method \* (Selection is Required)**
  - Online exam with Lockdown Browser
  - Online exam without Lockdown Browser
  - Paper Format
  - Other test format or required software (Specify Below)
7. **Student allowed to use personal laptop for exam \***
  - Yes
  - No
8. **Exam format**
  - Essay
  - Short Answer
  - Multiple Choice
  - Exam with Multiple Parts
  - Listening Comprehension
  - Other Objective (Specify Below)
9. **Please select allowable materials**
  - Open Book
  - Scratch Paper

- Dictionary/Spell Check
  - Formula Card
  - Electronic Notes/Textbook (personal device)
  - Paper Notes - number of pages allowed (Specify Below)
  - Notecard - size allowed (Specify Below)
10. **Allowed calculator types: \*If student receives calculator accommodation, a basic 4fx will be provided unless another type is selected below by instructor**
- Basic 4 function
  - Scientific
  - Graphing
  - Finance
  - Other (Specify Below)
11. **Other Instructor-specified instructions: \***
- N/A
  - Yes (Specify Below)



## Uploading Exams

Exams can only be uploaded to AIM after the student has scheduled their exam. There are two ways to upload exams in AIM.

1. Instructors automatically receive email notification from AIM about scheduled exams, and the link to upload the exam is included in the email.

OR

2. First, instructors will follow steps 1-3 from the Completing a Testing Agreement instructions.
3. Once on the Alternative Testing page, there is the option to **Upload File to Exam(s)** in the STEP 1 – SELECT ACTION box.
4. In STEP 2 – SELECT FROM THE FOLLOWING COURSES, check the box for each student that needs the exam uploaded.
5. Click Confirm Your Selections in STEP 3 – CONFIRMATION. Your exam should now be uploaded for every student selected in STEP 2.

Overview

- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

**Important Dates**

- January 17**  
First Day of Classes
- January 20**  
Late Registration Ends
- March 13**  
Spring Vacation Begins
- March 31**  
Last Day to Drop Classes
- April 03**  
Registration for Sum'23 & Fall'23 Begins

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

**Continue to Specify Testing Agreement**

**LIST TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Testing Agreements and click View. If you would like to make a copy of your Testing Agreement to another course, please use the following function to select your source Testing Agreement and your other course.

Select:

Copy to:

**STEP 1 - SELECT ACTION**

Available Tools:

**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	BCOM	3360	001	<a href="#">View Accommodations</a>	Final	01/18/2023	09:30 AM	Approved - <a href="#">View Detail</a>

**STEP 3 - CONFIRMATION**

**No Exam Has Been Uploaded**

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

ATC contact: [alternativetesting@uta.edu](mailto:alternativetesting@uta.edu) or 817.272.3420

- \* Also, the steps for uploading an exam can be followed to Specify Exam Instructions for specific students and to Export All Exam Details for specific students.

## Downloading Completed Exams

Exams can be uploaded in a PDF, Word document, or as an image (e.g. jpeg, png, etc.). It is recommended to upload exams as a Word document in case it needs to be reformatted for accommodation purposes. It is best to use [Adobe Acrobat](#) for downloading PDF exams.

1. On the Alternative Testing page, click Completed Exam Files in the top right corner of the page.

The screenshot shows the UTA Student Access & Resource Center interface. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. The main content area is titled 'ALTERNATIVE TESTING' and features a dropdown menu with 'List Exams', 'Completed Exam Files' (circled in red), and 'Students' Courses'. Below this, there is a 'SPECIFY TESTING AGREEMENT' section with a class selection dropdown and a 'Continue to Specify Testing Agreement' button. A 'LIST TESTING AGREEMENT' section provides a hint and options to 'View' or 'Copy' a testing agreement.

2. This redirects to another page where instructors have the option to Download and Delete completed exams for all students in the course.

The screenshot displays the 'LIST COMPLETED EXAMS BY STUDENTS (SORTED BY LAST UPLOADED)' page. It features two tabs: 'List Upcoming Exam Files' and 'Show All Completed Exam Files'. The main table lists exam files with columns for 'Download', 'Delete', 'SBJ', 'CRS', 'SEC', 'Student Name', 'Date', 'Time', and 'Exam File Note'. Below the table is a 'Questions? Contact Us!' section with contact information for the ATC.

Download	Delete	SBJ	CRS	SEC	Student Name	Date	Time	Exam File Note
<a href="#">Download</a>	<a href="#">Delete</a>	BSTAT	3321	001	[REDACTED]	01/13/2023	09:00 AM	Uploaded by Galo Vera (File Name: 0113V8B) 3321.001.pdf <b>Uploaded on:</b> 01/13/2023 at 12:55:59 PM <b>Exam Completed by Student</b>
<a href="#">Download</a>	<a href="#">Delete</a>	BSTAT	3321	001	[REDACTED]	01/09/2023	09:05 AM	Uploaded by Ethan Brinkman (File Name: 0109UEY) 3321.001.pdf <b>Uploaded on:</b> 01/09/2023 at 03:41:54 PM <b>Exam Completed by Student</b>
<a href="#">Download</a>	<a href="#">Delete</a>	BSTAT	3321	001	[REDACTED]	01/04/2023	09:15 AM	Uploaded by Ethan Brinkman (File Name: 01048VY) 3321.001.pdf <b>Uploaded on:</b> 01/04/2023 at 10:31:49 AM <b>Exam Completed by Student</b>

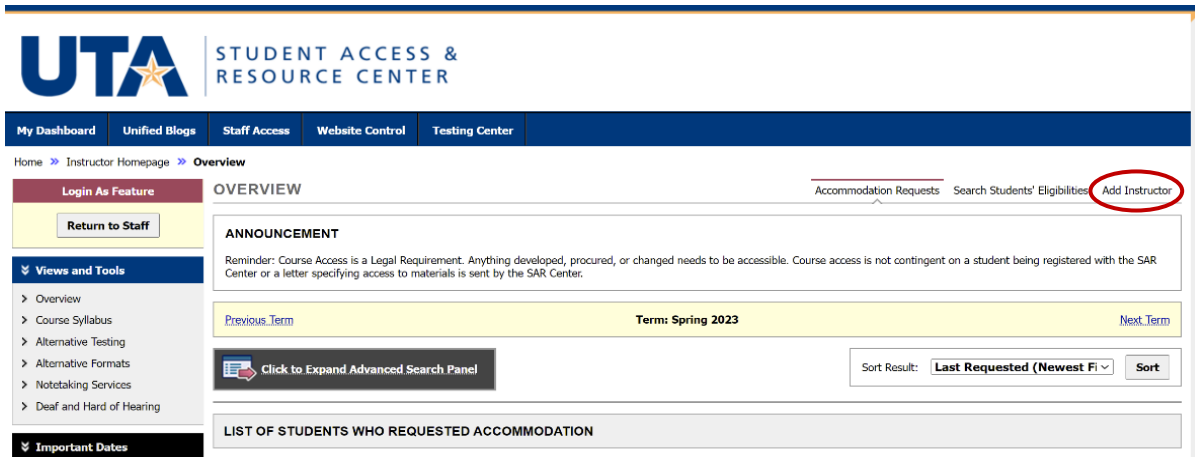
**Questions? Contact Us!**  
 Please contact our office if you have any questions regarding Alternative Testing request.  
 ATC contact: alternativetesting@uta.edu or 817.272.3420

## Adding an Instructor to a Class

Since AIM is connected to the UTA network, primary and secondary instructor information is populated automatically in AIM according to the class information listed in MyMav Schedule of Classes. AIM is programmed to only add information about the instructor(s) of record as it is listed in the Schedule of Classes. This is not a feature the ATC can modify. We understand that many courses have course coordinators that may need access to manage test information in AIM.

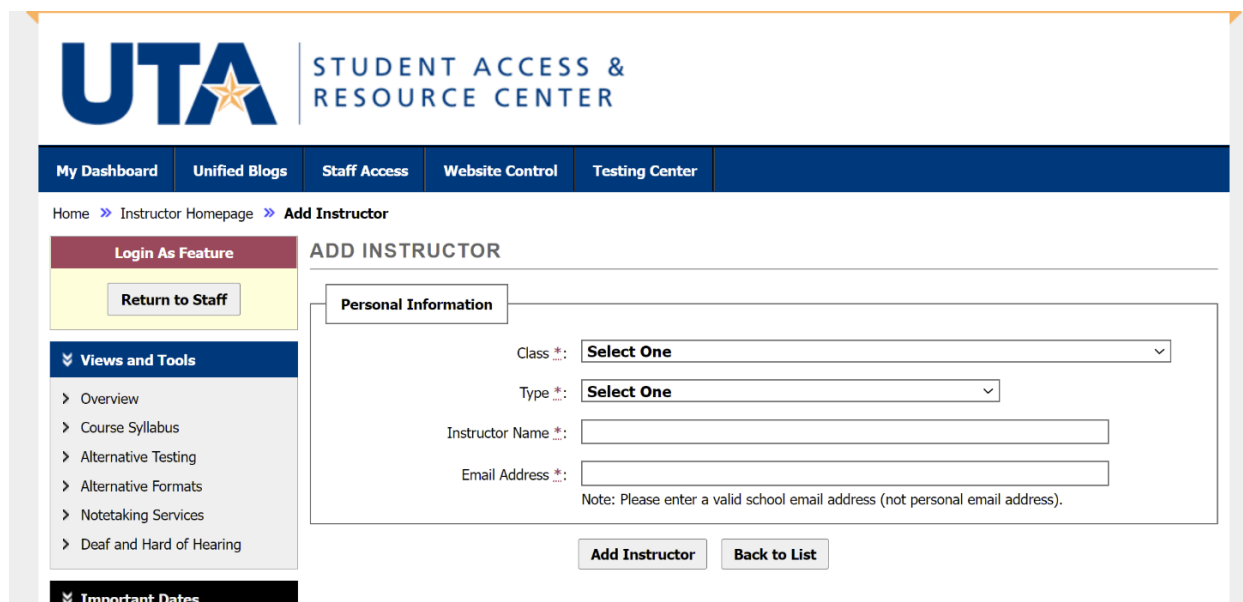
The ATC staff can add multiple instructors to a course, or the instructor of record can add additional faculty themselves. The instructor of record can add a secondary instructor or course coordinator; however, no other person should have access to this confidential information.

1. On the **OVERVIEW** page of the AIM Instructor Portal, click Add Instructor in the top right corner of the page.



The screenshot shows the UTA Student Access & Resource Center interface. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. The breadcrumb trail is 'Home > Instructor Homepage > Overview'. The main content area is titled 'OVERVIEW' and features an 'ANNOUNCEMENT' section with a reminder about course access. Below the announcement is a 'Previous Term' section for 'Term: Spring 2023' and a 'Next Term' link. A 'Click to Expand Advanced Search Panel' button is visible. At the bottom, there is a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section. The 'Add Instructor' link in the top right navigation bar is circled in red.

2. Select the class from the dropdown menu
3. Select the type from the dropdown menu
  - Add Additional Instructor to the Course
  - Replace All Instructor(s) with the New Instructor
4. Enter the first and last name of the individual to be added
5. Enter the individual's email
  - Only @uta.edu email addresses should be used. All other email addresses are not compliant with the system.
  - It can take up to 48 hours for an instructor to be added to courses.



The screenshot shows the UTA Student Access & Resource Center interface. The top navigation bar includes 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Testing Center'. The breadcrumb trail is 'Home > Instructor Homepage > Add Instructor'. The main content area is titled 'ADD INSTRUCTOR' and features a 'Personal Information' section with the following fields: 'Class' (dropdown menu), 'Type' (dropdown menu), 'Instructor Name' (text input), and 'Email Address' (text input). A note below the email field reads: 'Note: Please enter a valid school email address (not personal email address)'. At the bottom, there are 'Add Instructor' and 'Back to List' buttons.

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## Tips & Resources for Instructors

- Setting [rules in Outlook](#) can automatically file AIM emails into a specific folder to help reduce the number of emails in the main Inbox. Be sure to check the designated folder periodically to avoid missing any time-sensitive AIM notifications.
- Promptly add exam dates for the semester when completing the Testing Agreement. Students registered with the SAR Center are encouraged to schedule all their exams at the beginning of each semester or as soon as accommodations are put in place. This means students will need all the exam dates listed on the Testing Agreement to schedule their exams.
- Do not include any information in the Testing Agreement that could identify students. If different instructions are needed for individual students, see the section on Uploading Exams to review the steps for adding exam instructions for specific students.
- [Respondus Monitor](#) does not work properly with text to speech programs; primarily the text to speech program used at UTA, Read&Write. Instructors administering online exams should consider using Respondus LockDown Browser instead. The ATC has a camera surveillance system for monitoring testers in the ATC space, and instructors can request access to footage if they suspect a student of academic misconduct.
- [Student Access and Resource Center \(SAR Center\)](#)
- [Electronic and Information Resources \(EIR\) Accessibility Office](#) facilitates institution-wide accessibility compliance for electronic resources.
- [UTA Accessibility Best Practices](#)
- [Center for Research on Teaching and Learning Excellence \(CRTLE\)](#) transforms and innovates teaching by collaborating with and providing resources for faculty.
- [Accessibility and Universal Design for Learning](#)
- [Accessibility at UTA Libraries](#)
- [Center for Distance Education](#)
  - [Ally](#) can scan a course in Canvas and provide guidance to instructors on how to improve and correct accessibility issues with their digital course content.

## External Websites

- [Respondus LockDown Browser Accessibility](#) features meet all web content accessibility guidelines and works simultaneously with many assistive technologies like text-to-speech or screen readers.
- [The National Center on Disability and Access to Education](#) works on policy, research, training and technical assistance, and dissemination of information. NCDAA accomplishes its purpose through an affiliate network of over 500 national and international partners in education, business and industry, and government.