

Listing of Course Testing Services for Students with Disabilities

Assistive Procedures

- Extended testing time (all tests are timed)
- Extra time, generally 50% extra time
- Frequent Additional rest breaks
- Private room or distraction-reduced space
- Printed exams converted to electronic digital formats via optical scan

Alternate test formats

- Audio recording for oral response
- Audio taped exam administration
- Computer Based Testing (CBT)
- Computer Adapted Testing (CAT)
- Record answers in test booklet
- Enlarged-print exam, large print (14 pt; 20 pt text)
- Extended time, double time
- Paper-Based Testing

Personal Assistance from Staff

- Writer, scribe and/or a reader
- Computer without spell check/grammar/cut & paste features
- Provide test direction in written format
- Verbal; dictated to scribe

Assistive Equipment

- Magnifying Text on Computer Screens
- Incandescent lighting with desk lamp
- Adjustable tables
- Visual magnification (magnifier or magnifying machine)
- Micro cassette / Audiocassette Tape recorder
- Closed-circuit television - enlarges print (CCTV)
- Cushioned Chairs

Specialized Software

- Jaws for Windows
- WYNN
- Zoomtext (possible addition)

Commercial Products

- Visu-Tech
- Kensington Trackball mouse
- HeadMaster™ Plus mouse
- IntelliKeys® keyboard
- Keyboard with touchpad

Policies for Assistive Testing
January 2007

Assistive Testing Services are provided to enrolled students approved by the University of Northern Iowa Disabilities Services for accommodations. Alternative testing formats, as well as auxiliary aids such as readers, scribes, or assistive technology, are available. Tests are to be scheduled in advance with the Department of Academic Services - Examination Services office. The test service is provided for University course tests and final examinations (not quizzes) to students enrolled in classes that are unable to provide the approved accommodations (i.e. extended time, large print options, reader/recorder, or computer testing.) Course testing accommodations are based on disability documentation as determined by the University of Northern Iowa Disabilities Services.

The UNI Examination and Evaluation Services is a subscriber to the National College Testing Association Professional Standards and Guidelines. All test are administered will be in accordance with these NCTA standards and guidelines. <http://www.ncta-testing.org/resources/standards>

Contact Information

Department of Academic Services – Examination Services

Phone 319/273-6023 Fax: 319/273-7578

Test location: 007 Innovative Teaching and Technology Center (ITTC)

E-mail: academic-services@uni.edu, michelle.galanitis@uni.edu, and kathy.wyss@uni.edu

Hand deliver to 007 Innovative Teaching and Technology Center

Pre Test Procedures

Exam Materials:

The test center will provide scratch paper, No. 2 pencil and computer tests. If test takers forget personal exam materials such as a calculator and leave to retrieve them, exam time will begin elapsing upon departure.

Testing staff monitor exam locations in person or via a closed-circuit video monitoring system. Exam video content is stored on secure on-site recording devices that are maintained exclusively by Academic Services-Examination Services staff.

Students are expected to arrive five to ten minutes early to take their exams. Students will not be given extra time if they arrive late. If a student arrives more than fifteen minutes late, they will only be allowed to take the exam if the testing schedule and testing space is available.

Any student observed utilizing any unauthorized resource or involved in other inappropriate test behavior at any time during an exam will be dismissed from testing and their test results will be canceled. Any suspected evidence of inappropriate testing behavior will be documented and reported to the appropriate faculty and staff members.

All test material must be in the possession of Examination Services least two (2) days in advance of the scheduled exam. All examinations and tests delivered to Examination Services will be logged in as having been delivered by an appropriate staff member and then placed in a secure location within the department office. Returned test material will also be logged

Requests for testing arrangements are made only by completing the Exam Accommodation Request Form. The instructor and students must submit the completed form to Examination Services by before exam(s) in any class can be scheduled. An authorization form must be completed and processed for each test request.

Note: All exams must be scheduled in advance because each exam involves planning and preparation. Scheduling includes reserving rooms, guaranteeing accommodation needs are provided such as a computer, private room, test proctor, or adaptive equipment. Therefore, accommodated testing services are NOT an on-demand service.

Day of Test (During the Testing)

Faculty instructions on the Exam Accommodation Request Form will be reviewed with the student before the exam begins. The student will be held responsible for following these instructions at all times. Personnel valuables can be locked in a locker inside the testing area. Students may not converse with others testing room.

Post Test

Once completed, the test will remain in Examination Services secure area awaiting pick-up by the professor or a pre-arranged designee of the department. Due to very limited staffing, Examination Services cannot deliver exams.

Students are responsible for:

It is the student's responsibility to inform Examination Services at least 24 hours in advance if an exam will be missed, has been cancelled or rescheduled.

The student must begin the exam at the scheduled time. The student must contact Examination Services at least 24 hours in advance to request permission to begin the exam at a different time.

Students must register with Disabilities Services for requested accommodations each semester.

The student must complete the exam request form for every exam they wish to take in Examination Services.

Students are expected to understand and follow the above guidelines. If guidelines are not followed, Disabilities Services and Examination Services cannot guarantee the provision of service.

It is the student's responsibility to identify him/herself to the professor as a student who will utilize assistive testing services.

Students must leave backpacks, books, notebooks, and other personal materials outside the testing room before beginning exams.

Students taking an exam may not leave the room for any reason unless given approval by the Examination Services personnel.

Students are expected to uphold the integrity of the examination process and are subject to disciplinary action for academic misconduct for sharing the content of the test with others.

Students must sign the Examination Roster when beginning, for any breaks and after completion of an exam.

Professors / Instructors are responsible for:

The exam must be delivered to Academic Services/Examination Services, Room 007 ITTC (former East Gym) at least 48 hours prior to the student's scheduled test start time. Due to the difficulty in scheduling time for the proctor, student, and room, it is imperative that all exams start on time. Due to minimal staffing, Examination Services cannot pick-up or deliver exams to professors or academic departments.

Any special circumstances regarding the test, should be noted on the Exam Accommodation Request Form delivered (e.g. open note/book, use of calculator, formulas, etc.) Only accommodations approved by the Disabilities Services Office will be provided.

Instructor must provide all of the testing materials to administer the test, including a copy of the test, Blue Books, and Scantron sheets.

The instructor must contact the Examination Services with permission to reschedule the exam.

TESTING STAFF DUTIES**Examination Clerk**

Michelle Galanits, 273-6023 is the contact person to schedule assistive tests. Her schedule and the testing schedule is M-F 10 am to noon and 1:00 pm to 5:00pm. She makes all of the arrangements for testing i.e. room reservation, secures equipment, arrangements for proctors, readers, scribes etc.

Kathy Wyss, 273-6023 can assist with questions regarding assistive testing.

Proctors

Qualifications for proctoring are similar to requirements to administer a national testing program. Proctors are recruited from staff, administration, and community resources.

Readers

Readers can be asked to repeat information, so do not hesitate to ask. Readers will only read what is on the printed page and cannot be asked to clarify or reword statements. Readers need information from the student to be effective. Let the reader know what reading tone, rate, etc. works best.

Scribes

Scribes will write down verbatim what the students have dictated. The scribe is not responsible for organizing or paraphrasing thoughts into a final draft. Scribes are NOT responsible for spelling and sentence ending punctuation. Students may direct the scribe for any specific spelling or punctuation within sentences. At any time, the student will have the opportunity to review what the scribe has written either by reading or having it read.

Additional Specific Services - Available as identified on an individual basis.

Students are responsible for requesting services each semester or at the time a need is identified. Services are free of charge to students.