

# Disability Support Services Updates

## Implementation of Accessible Information Management (AIM)

### Introduction:

This year the Learning Resource Center (LRC) has implemented **Accessible Information Management (AIM)** to manage the DSS accommodation and alternative testing process. This program assists students with disabilities through their registration, requests for accommodations in their courses, and their alternative testing requests. You may be wondering *what does this change for faculty?* The answer to that is: not much. AIM will be rolled out to students and faculty members in phases. The two major changes that affect faculty are as follows:

- 1) The method through which the DSS office will notify faculty of a student's accommodations will now exclusively be via email rather than paper letters.
- 2) Instructors will now fill out one proctoring form (also called a "Testing Contract") that will cover exams in that specific course for the entire semester rather than filling out a proctoring form for every test each student wants to take in the Testing Center.

**The most important thing for faculty members to know** is that this semester everything will remain the same at the start of the semester. However, prior to the end of October you will receive a duplicate letter of accommodation via email. When you receive that email, that means that we have trained your student on requesting testing accommodations through AIM and that they are ready to begin using the program. All faculty will need to do at that time, is complete the "Testing Contract" by following the link within the emailed letter, which is essentially akin to filling out one last proctoring form for the remainder of the semester.

Below is additional information on these two changes:

### Update #1: Letters of Accommodation

This semester you received a paper copy of a student's accommodation letter. However, at the start of next semester if you have a student with a disability in your class using accommodations you will receive the letter of accommodation via your CUW email. Delivering the accommodation letter via email provides the same information as before in a more discreet manner and the emails will have links to specific information regarding the student's accommodations. The image below is an example of what the electronic letter of accommodation will look like.

FALL 2016 - ENG 251

Dear Professor Delbar,

**Course information**

**Important Notice:** The information in this letter is strictly confidential!

Sally Smith has provided Disability Support Services (DSS) with documentation that qualifies the student for the accommodations indicated below.

The purpose of providing accommodations is to ensure that the student has an equal opportunity in the class. However, the University is not required to modify any essential requirements in the program of instruction. If you have questions regarding the implementation of the accommodations listed below, please contact the disability services coordinator at 262-243-4299.

It is the student's responsibility to contact you to discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of the student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

Please read carefully the information pertaining to specific accommodations for the student listed below.

**Specific accommodations the student is eligible to receive:**

- 1) Notetaking Services
  - **Notetaking**  
DSS will hire a peer notetaker upon student request.
- 2) Alternative Testing
  - **Minimum Distraction**  
Quiet test environment outside the classroom.
  - **Extra time 1.5x**

**Accommodations the student is eligible to receive**

**PLEASE COMPLETE: Alternative Testing Contract**

The student is eligible for Alternative Testing services. If you wish to have the testing center proctor on your behalf, please fill out a testing contract for the student by following the link: <http://tetonaccessible.cuw.edu/contract/?v=JlU49089>  
If you have already filled out a testing contract for another student in this course section, you do not have to fill out another testing contract.

**Important Link:** Faculty Guidelines for Accommodating Students with Disabilities  
CUW DSS Faculty Guidelines are available at <https://falcon.cuw.edu/portal/DSSFacHndbk.pdf>

Ashley Mueller  
Assistant Director  
Learning Resource Center

Please note that even though you are being given a paper letter, you will also be sent an email with the duplicated letter of accommodation **this** semester. This is simply a part of the roll-out process and will only occur this once. If your student has testing accommodations, follow the link to complete the Testing Contract in the red box. If your student does not have testing accommodations, you will not need to do anything more with the emailed letter.

Link to the Testing Contract

**PLEASE COMPLETE: Alternative Testing Contract**

The student is eligible for Alternative Testing services. If you wish to have the testing center proctor on your behalf, please fill out a testing contract for the student by following the link: <http://tetonaccessible.cuw/contract/2=vUjku49089>

If you have already filled out a testing contract for another student in this course section, you do not have to fill out another testing contract.

## Update #2: Testing Contract

If a student is eligible for alternative testing accommodations (extended time, minimal distraction room, scribe, etc.), you will see a box outlined in red in the electronic letter of

accommodation labeled **"PLEASE COMPLETE: Alternative Testing Contract."** You will simply need to click on the link and you will be taken directly to the Testing Contract. The Testing Contract will ask you a few questions about how you want quizzes/exams for your course to be proctored in the Testing Center. For example: ***what resources are students in your course allowed on exams? Are exams in your course computer-based? Do exams in your course require a Scantron? Where would you like completed exams delivered?*** etc.

The screenshot shows the Concordia University Wisconsin website interface. At the top, it says 'CONCORDIA UNIVERSITY WISCONSIN'. Below that, it identifies the class as 'ENG 251 - Practicum in Writing Consultation (CRN: 18065)'. The main content area is divided into two columns: 'ALTERNATIVE TESTING CONTRACT DESCRIPTION' and 'FACULTY/STAFF INSTRUCTION'. The description explains the purpose of the contract. The instructions provide contact information for Disability Support Services (DSS) and clarify that only one contract is needed per course and section. Below this, there is a section titled 'Alternative Testing Contract' with a list of resources to be selected for the exam, including calculator, computer, open book, notes, handouts, and note cards. There is also a field for 'Additional Note or Comment'.

To the left is a screenshot of what the Testing Contract looks like. The Testing Contract extends throughout the semester and will also extend to other students who have alternative testing accommodations in that specific course and section. So, instead of having to complete a proctoring form for *each* and *every* exam request submitted by a student, you will only need to complete **one** Testing Contract per course and section in which you have a student using testing accommodations. For example, if you teach two sections of HIST 103 and you have multiple students using testing accommodations in both sections, you will need to complete **one** Testing Contract for **each** section. If you have one student who uses accommodations in one of your course sections, you would only need to fill out one Testing Contract for that one section.

Please note that just as before, students don't **have** to use their testing accommodations for all exams (they can pick and choose which exams they want to take in the Testing Center). The student will still have to sign up for individual exams and you will receive a notification of that student's exam request, but you will have minimal or nothing to do/fill out as you have already completed the Testing Contract. When the student signs up for an exam and you receive the email notification, you will see a link in that email and you will be able to upload your exam to our secure server using that link. If you need to make a modification or allowance to the proctoring instructions or if you would like to provide more detailed proctoring instructions for that particular quiz/exam, you may respond directly to the notification with your instructions/modifications.

**Should you have any questions or concerns throughout this transition, please do not hesitate to contact our office.**

**Ashley Mueller, DSS Coordinator**  
Learning Resource Center (LU 200)  
262-243-4299  
ashley.mueller@cuw.edu

Dear Professor,

The student listed below has requested to use accommodations for an exam in your course. Please review the details below.

Student: Sally Smith  
Class: ENG 251  
Campus: n/a  
Exam Type: Quiz  
Date: 10/11/2016  
Time: 10:30 AM  
Length: 30 minutes  
Accommodation Requested: **Extended time 1.5x, Minimum distraction**

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: [tetonaccessible.cuw.com/upload/v1~1098HuvL01](http://tetonaccessible.cuw.com/upload/v1~1098HuvL01)

If you have received this message in error or if you have any modifications or concerns regarding this request, please contact the testing coordinator as soon as possible.

Thank you.

Disability Support Services  
Concordia University Wisconsin  
Office: Luther Hall 200  
Testing Center: Rincker 010  
Email: lrctesting@cuw.edu  
Phone: 262-243-4535  
Fax: 262-243-3535