

Faculty Guide to Bear Accessibility for Testing Accommodations

IMPORTANT POINTS:

- If you have exams in your class, we need to have your testing agreement on file to process test requests. If you do not have exams in your class, you do not need to fill out the testing agreement.
- Test request through Bear Accessibility are *only* for students for whom we need to find a testing location and proctor.
 - If you are making your own arrangements for alternative testing accommodations with your students (e.g., they're using your office, you're meeting them early in the testing room, etc.), your students should NOT submit a request through Bear Accessibility.
 - If we receive a test request, we will assume that the student needs a room and proctor.
- We need your exams AT LEAST one (1) full business day before the scheduled test. You can upload exams through Bear Accessibility or bring paper copies to our office in Myrin. Of course, the earlier the better to have everything squared away.

TO COMPLETE YOUR TESTING AGREEMENT:

Step one: Log in and find "Alternative Testing" on the left-hand side

The screenshot shows the Bear Accessibility system interface. On the left-hand side, there is a navigation menu under the heading "Views and Tools". The menu items are "Overview" and "Alternative Testing", with "Alternative Testing" highlighted by a green oval. Below the menu is a "Logout" button and a message: "Once you finish with your session, please do not forget to Log Out and Close Your Browser." Below that is another "Log Out" button. The main content area has a "Click to Expand Advanced Search Panel" button and a "Sort Result:" dropdown menu set to "Last Requested (New)". Below this is a section titled "LIST OF STUDENTS WHO REQUESTED ACCOMMODATION". A legend indicates that "ACAD" stands for Academic Accommodations and "EXAM" stands for Alternative Testing. There is an "Export Search Result To CSV (Comma-Separated Values) File" section with an "Export Student Lists" button and a dropdown menu set to "Alphabetically". Below the legend and export section is a table with columns: "View", "CRN", "SBJ", "CRS", "SEC", "Student's Full Name", "ACAD", "EXAM", and "Request Date".



Faculty Guide to Bear Accessibility for Testing Accommodations

Step two: Select the course and hit “Continue to Specify Testing Specification Agreement”

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

dropdown selection of your courses

SPECIFY TESTING SPECIFICATION AGREEMENT

Select Class: **BIO 101L.AA (CRN: 12402) - Ecology&Evol Lab** ▼

Continue to Specify Testing Specification Agreement

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)** ▼

Step three: Complete the testing agreement

ALTERNATIVE TESTING List Exams Completed Exams Files Students' Courses

Class: **your class**

TESTING SPECIFICATION AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION
Type: Exam Testing Agreement Testing Agreement for all exams	Faculty / Staff Instruction:

Testing Specification Agreement

1. **Do you have dates or times that your exams should take place on?** ...

Yes (Specify Below)

No

Additional Note or Comment

2. **Are any of the following allowed:**

Open Book

Notes

Calculator

Formulas

Tables

Dictionary

Additional Note or Comment



Faculty Guide to Bear Accessibility for Testing Accommodations

Step three: Complete the testing agreement

You upload the exam to Bear Accessibility (steps to follow)

3. Exam Delivery Method (Exams need to be received by Disability Services at least 24 hours before exam)

- Delivered by Professor
- Uploaded to AIM Faculty Portal

Additional Note or Comment

You deliver the paper exam to ODA in Myrin (or select this if exam is online & write in note)

4. Test Return to Professor

- Picked up by Professor
- Delivered by Disability Services to (Bldg/Room) _____ (Please note that exams will not be sent using inter-office mail)

Additional Note or Comment

If you want it delivered, write your building/room here!

5. Best way to reach you with questions before/during exams? *

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam Minutes

Final Minutes

Midterm Minutes

Additional Information

Instructor Phone Number #:

Hint: Enter 10-digit number only.



Faculty Guide to Bear Accessibility for Testing Accommodations

TO UPLOAD AN EXAM:

Step one: Log in and find “Alternative Testing” on the left-hand side

The screenshot shows the 'Overview' page. On the left sidebar, 'Alternative Testing' is highlighted in green. The main content area is titled 'OVERVIEW' and includes a 'Return to Staff' button, a 'Term: Fall 2022' indicator, a 'Click to Expand Advanced Search Panel' button, and a 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' section. A legend identifies 'ACAD' as Academic Accommodations and 'EXAM' as Alternative Testing. At the bottom, there is an 'Export Search Result To CSV (Comma-Separated Values) File' section with an 'Export Student Lists' button and a dropdown menu set to 'Alphabetically'.

Step two: Select the course and hit “View”

The screenshot shows the 'Alternative Testing' page. The main content area is titled 'ALTERNATIVE TESTING' and features a 'LIST TESTING SPECIFICATION AGREEMENT' section. A hint explains that users should select a Testing Specification Agreement and click 'View' to make changes or 'Copy' to copy it to another course. Below the hint, there is a 'Select:' dropdown menu with 'Select One' selected, and a 'Copy to:' dropdown menu with 'class #1', 'class #2', and 'class #3' options. 'View' and 'Copy' buttons are visible to the right. At the bottom, a yellow banner reads 'STEP 1 - SELECT ACTION'.



Faculty Guide to Bear Accessibility for Testing Accommodations

Step three: Click on “Completed Exam Files”

The screenshot shows a web interface for 'Alternative Testing'. At the top, there are navigation tabs: 'Staff Access', 'Website Control', and 'Proctor'. Below these, the main heading is 'ALTERNATIVE TESTING'. To the right of the heading are three tabs: 'List Exams', 'Completed Exam Files' (highlighted in green), and 'Students' Course'. Below the tabs is a form with a 'Class:' label and a text input field containing 'class #1'. Underneath is a section titled 'Testing Specification Agreement' with a question: '1. Do you have dates or times that your exams should take place on? *'. There are two radio button options: 'Yes (Specify Below)' (selected) and 'No'. Below the question is a text area labeled 'Additional Note or Comment'.

Step four: Select the student(s) for the exam and hit confirm

The screenshot shows two steps of the process. 'STEP 1 - SELECT ACTION' has a dropdown menu for 'Available Tools' with 'Upload File to Exam(s)' selected. 'STEP 2 - SELECT FROM THE FOLLOWING COURSES' includes a hint: 'Hint: Check the box next to each student who should receive the exam you are uploading.' Below the hint is a table with columns for course selection and student information.

	SBJ	CRS	SEC	Student Name	Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Name View Accommodations	Exam

'STEP 3 - CONFIRMATION' has a 'Confirm Your Selections' button.



Faculty Guide to Bear Accessibility for Testing Accommodations

Step five: Upload your exam

ALTERNATIVE TESTING List Exams Completed Exams Files Students

UPLOAD INSTRUCTION

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Exam(s): s Exam for:

Exam File Note (Optional):

Select File: No file chosen

DISABILITY AND ACCESS PROCESS:

- Upon receipt of a request in Bear Accessibility for which the testing agreement is already complete, we will book a room and schedule a proctor. You will be copied on the calendar invite with the student and proctor confirming the time and location of the exam.
 - If your testing agreement is not complete, you will receive an email from us first to complete it.
- Please upload or drop off your exam as soon as possible. You should expect to hear from us at least 48 hours prior to the exam as a reminder to deliver the test to us (digitally or in person).
- You're welcome to come pick up the exam in person, or you can specify the location for the proctor to deliver it. Please be as specific as possible (e.g., slide it under my door, drop it in my mailbox, deliver to the coordinator, etc.).

