

What is the Accommodative Testing and Adaptive Technology Center?

Office of Disability Services

Administrative Office

University Center, Room 260
504-280-6222

Accommodative Testing & Adaptive Technology Center (ATATC)

Earl K. Long Library, Room 120
504-280-7284
504-280-3998 fax
aaking@uno.edu
atadc@uno.edu

ATATC Hours

Monday through Friday, 8:00 a.m. until 4:30 p.m.

During final exams, the ATATC may open additional hours.

Students wishing to receive testing accommodations outside of the ATATC operation hours may pursue the option of negotiating alternative accommodations with their faculty members.

The ATATC was established by ODS to perform two vital functions for students with disabilities and the faculty of UNO. The first is to provide a centralized facility for the provision of academic accommodations by the ODS staff. The second is to provide a centralized location for adaptive technology for use by students.

GENERAL POLICIES:

- The Center is to be used exclusively by students registered with ODS specifically for quiet, school-related activities such as testing, studying, or writing papers.
- A quiet environment is to be maintained at all times. To ensure the most distraction-reduced environment possible, the staff asks for your cooperation in keeping your discussions with us brief and goal-directed.
- Students are not allowed to bring food or drink in the Center.
- All cellular phones and pagers must be turned off or set to vibrate and stored in a book bag or purse.

Policies for Testing Accommodations

- Prior to submitting an Accommodative Testing Form (ATF), the student must have submitted completed Student Accommodation Agreement Forms. If these are not on file, the ATF will not be accepted.
- ATF's must be submitted one week prior to a test date. Approval may be needed for any exceptions.
- If the student does not arrive within 15 minutes of the scheduled starting time for a test, the test will not be administered and will be returned to the instructor.

- Students may not start testing at a different time than that which the instructor has indicated on the ATF form, unless prior approval from the instructor has been obtained.
- If the testing date changes after submission of the ATF, ODS must have instructor confirmation/approval. A new ATF may be required.
- Students must store book bags and other belongings on the designated shelves while testing unless exceptions have been indicated on the ATF form by the instructor.
- NO CELL PHONES, PAGERS, OR OTHER PERSONAL DATA DEVICES MAY BE USED DURING TESTING. These items must be stored in a purse, back pack, book bag or held by the ODS staff during testing. Any ringers or alarms must be turned off or set to vibrate.
- If a computer based accommodation is used, it is strongly advised that the student save his/her work frequently.
- If testing requires the use of blue books or loose-leaf paper for essay completion, ODS will swap out our paper for yours.
- All instances of academic dishonesty that take place in the ATATC will be reported to the faculty member. For more information about the academic dishonesty policy: http://www.studentaffairs.uno.edu/Policy%20Manual/academic_dishonesty.htm

Using Adaptive Technology or Studying in the Center

- Students must sign in and out with a staff member.
- NO CELL PHONES OR PAGERS MAY BE USED IN THE CENTER. These items must have any ringers or alarms turned off or set to vibrate while in the center.
- Students should make appointments in advance to use computers, adaptive technology, or to study. As testing is our first priority, equipment and space might not always be available.
- Staff members may not be available to assist with adaptive technology or other concerns while testing is in progress.
- Due to a limited amount of equipment, a student using technology may be asked to relinquish that equipment to a student with a scheduled test requiring specific technology accommodations.
- Students may not change the setup of or any program on any computer.
- Students must supply their own computer disks or CD's as necessary.
- Students are responsible for the equipment they use and for any damage incurred through negligent or careless use.
- To ensure a quiet environment, students using voice output capabilities on a computer will be required to use headphones.
- The staff is available to assist students in the use of technology or for training in the use of adaptive technology. An appointment is required for this type of assistance.

UNDERSTANDING AND COMPLETING ODS FORMS

ODS has several forms which must be completed by students for varying purposes. There are distinctive procedures to follow. Understanding the procedures for the forms is very important. There is a reason for every step in the procedure and every line on the forms.

Accommodation Agreement Request (AAR)

This form is used by those students who need to complete SAAs, to request that a ODS staff member prepare the top section of those forms and make the forms available to the student to complete. This form is also to be used by students who must request the placement of adaptive furniture into classrooms or to arrange for interpreting or real-time captioning services.

INSERT COPY OF FORM

Student Accommodation Agreement (SAA)

This form is used by most students receiving classroom accommodations and by all students receiving testing accommodations through ODS. One form should be submitted for each class in which such accommodations will be needed. The SAA is printed on three-part NCR paper, so that the student may submit the original (top/white sheet) to ODS, retain the first copy (middle/yellow sheet), and give the second copy (bottom/pink sheet) to the instructor.

INSERT COPY OF FORM

Accommodative Testing Form (ATF)

Students will use this form to make arrangements to take tests with accommodations in the Accommodative Testing and Adaptive Technology Center (ATATC). A separate ATF must be completed for each test to be taken. Each form must be submitted no later than one week before the date of the test to which it refers. The ATF is printed on two-part NCR paper; the original (top/yellow sheet) must be submitted to ODS and the copy (bottom/pink sheet) may be given to the instructor. ODS cannot accept forms without complete information.

INSERT COPY OF FORM

THE FOLLOWING TYPES OF ACTIVITIES TAKE PLACE IN THE ATATC:

- Testing with accommodations that are not facilitated by the individual instructors.
- Testing with accommodations requiring the use of adaptive technology.
- Training in the use of adaptive technology, by appointment.
- The production of course-related materials in alternative formats (audio, large print, Braille).
- Coordination of volunteer note-taking services.
- Coordination of reader services program.
- Quiet study, by appointment.
- Use of adaptive technology, by appointment.
- Loan of equipment, directly related to approved accommodations.
- Voter registration.

THE FOLLOWING EQUIPMENT CAN BE FOUND IN THE ATATC, LIB 120:

- Closed Circuit Television (CCTV)—allows viewing of regular print materials enlarged on a television-type screen.
- Computers with voice output software (JAWS), screen enlargement software (ZoomText), voice input software (Dragon Naturally Speaking), keyboards with large print keys.
- Braille translation software and Braille printers.
- Optical Scanner Systems/Scan and Read Equipment—OpenBook Unbound software.

4 track tape players.
 Assistive listening devices.
 Standard tape recorders/players.
 Audio response calculators.
 Telecommunications Device for the Deaf (TTY/TDD).

FREQUENTLY ASKED QUESTIONS

I am registered with ODS. How do I make arrangements to take a test in the ATATC?

At the beginning of the semester, you must have completed an Accommodation Agreement Request (AAR), and then have picked up your Student Accommodation Agreement forms (SAA.) A completed SAA form for the class must be on file in the ATATC. To reserve testing time, the student must then fill out an Accommodative Testing Form (ATF), bring the ATF to the faculty member, and then submit it to ODS *one week prior to the exam*. The faculty member determines the date and time of the test. ODS cannot change the date or time of a test without confirmation from the faculty member.

<u>REQUEST</u>	<u>FORM</u>
Notification to faculty of student's needs Submit 2 weeks prior to beginning of semester	AAR
Coordination of faculty member's efforts to accommodate requests Submit within first weeks of the semester	SAA
Specific accommodations on specific tests in the ATATC Submit one week prior to each scheduled test	ATF

What do I do for testing with extended time if my classes are scheduled back-to-back?

Talk with your faculty member when scheduling tests via the ATF form. You may be required to start the test earlier or later than the class. For example, if you have a 9:00 and a 10:00 class, the faculty member for the 9:00 class may have you begin the test at 8:00 or 8:30, allowing for extra testing time and then subsequently allowing you to attend the 10:00 class. If your faculty member has questions about this, please let us know and ask him/her to contact us at 280-7284.

What do I do if my instructor changes the date of a test for which I have already submitted an ATF?

Contact the instructor and ask him or her to confirm this change with the ATATC. Under some circumstances, you may be required to submit a new ATF form. ODS cannot change the date or time of a test without confirmation from the faculty member.

What if I cannot take an exam at the scheduled time/if I miss a scheduled test?

You will have to contact your faculty member and reschedule, if the faculty member's policy allows for make-up exams. ODS cannot change the date or time of a test without confirmation from the faculty member. If the test can be rescheduled, you may be required to submit a new ATF form.

What if I do not submit the ATF a week in advance?

There is a possibility that the ATATC might have a full schedule and you will be required to return to meet with your faculty member to see about rescheduling the testing date/time, to see if the faculty member can provide the accommodations, or possibly just have to take the test with the class.

I would like to use the ATATC for quiet study. or

I would like to use a computer in the ATATC to work on a class paper. or

I would like to receive training in the use of some of the adaptive technology.

How can I arrange this?

Ideally, you should schedule appointments for these types of activities. The ATATC's primary function is to accommodate students for testing. If the testing schedule is full, you will not be able to schedule other services. ODS may be able to arrange these types of activities on a drop-in basis, but accommodative testing is our priority. You may be asked to leave/relinquish use of equipment for a scheduled test. For training, an appointment is always necessary.

DEFINITIONS OF ACCOMMODATIONS

Classroom Accommodations

Signing Interpreter—the student will be accompanied by an American Sign Language (ASL) interpreter and may need to work with the instructor in choosing an ideal location for the interpreter.

Computer Assisted Note Taking—a trained stenographer who will record the class lecture will accompany the student. This information will be relayed with a few second delay to the student via a laptop computer. (Also referred to as real-time captioning.)

FM System—the student will need to use an assistive listening device that requires the faculty member to wear a small transmitter and lapel microphone. The student will wear a small receiver and ear bud or telecoil that enables only the student to hear the instructor's amplified voice with minimal background noise.

Note Taker—the student may need access to course lecture notes and/or visually presented materials, such as overheads and information written on the chalkboard or white board, either from the instructor or a volunteer classmate. Carbon-less note taking paper can be provided to the volunteer or copies can be made at ODS. The student may provide the faculty member with an announcement card to be made to the class to solicit a volunteer note taker.

Recorded Lecture—the student may bring recorder to class and have class lecture recorded.

Selective Seating—the student may need to sit in front of the class or in another location suited to adapting to his/her disability related needs.

Adaptive Furniture—the student may need the use of adjustable height tables, chairs and/or lab stools to provide an accessible workspace.

Testing Accommodations

Adaptive Technology—the student may need the use of a word processor, other computer-based software, or other equipment (Closed Circuit Television) for in class papers and for test taking.

Distraction-Reduced Environment—the student may need to take tests in a quiet, uninterrupted, and uncluttered environment.

Enlarged Test—the student may need to have tests enlarged by means of computer (usually 24 font will suffice) or copy machine.

Extended Time—the student may need time-and-a half, double, or triple time for completing tests.

Black Ink on White Paper—the student will need tests and all other class related materials printed clearly in black ink on white paper only.

Oral Proctor—the student may need someone to rephrase questions, without alluding to the answers.

Reader—the student may need someone to read the test to him or her.

Scribe—the student may need someone to record answers for him or her.

Taped Test—the student may need the test recorded on tape so that he or she can either read along with the tape or have access to the print material in this format.

Brailled Test—the student may need the test converted into Braille. If the instructor can provide the test on disk (in advance of the test), ODS can produce a Braille copy for the student.

Computer Based Testing—the student may need to use the computer and voice output for testing purposes. If the instructor can provide the test on disk (in advance of the test), ODS can format the test to be read by the computer to the student.

Consideration for Misspellings—the student should not be penalized for misspellings and/or should be allowed to use a Franklin Spell Checker or similar device.