

ALMing for the Future: Accommodations and New Testing Processes for the Spring and Beyond

Presented by the Testing, Evaluation, & Measurement Center and the Office of Disability Services
Texas State University

Presenters

Testing, Evaluation, & Measurement Center (TEMC)

Larry Chapa, Director

Heather Kristoff, Assistant Director

Accounting Faculty

Jeanne Davidson, Lecturer

Office of Disability Services (ODS)

Gavin Steiger, Director

Agenda



Transition to AIM

Accommodation Letters

Accommodated Testing Process

Comments from Faculty Participants in the Pilot

Questions

Transition to AIM

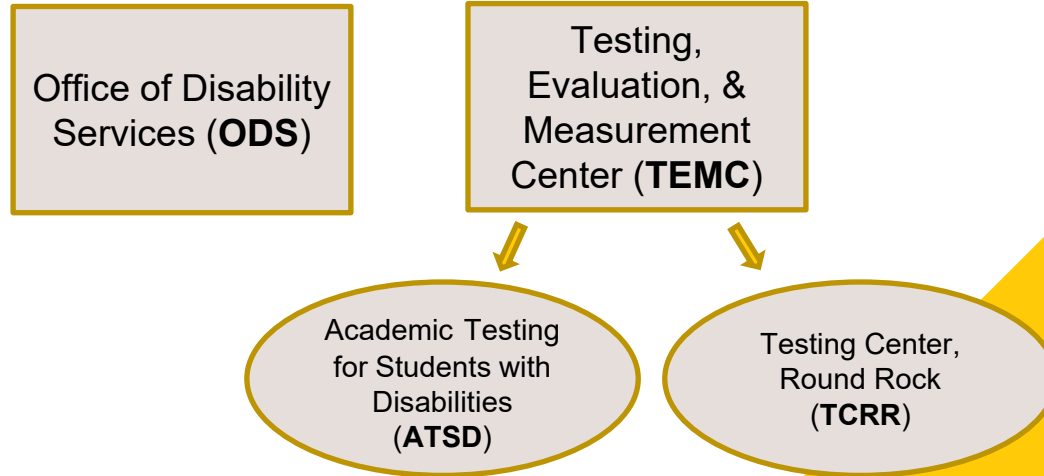
Moving from several systems to one



The AIM System

- Accessible Information Management (AIM)
 - comprehensive accommodation, appointment, and case management software package
 - “Built by Disability Services Professionals, For Disability Services Departments” (AIM Website)

The TXST Model



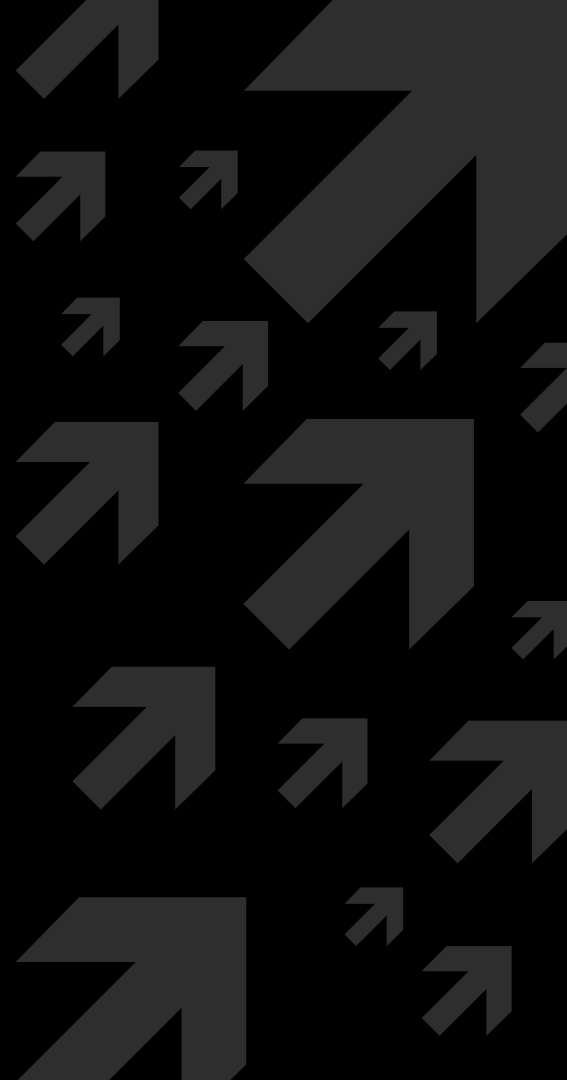
Before

- ODS – three systems to manage all operations
- ATSD – one separate system to manage test scheduling
- TCRR – no testing system for accommodated testing

Now

- All in one system!

Accommodation Letters



[ODS] ACC 236[REDACTED] - INTRO TO MGRL ACC (CRN: [REDACTED]) - Notification of Disability Accommodations Fall 2021



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>

To: [REDACTED] Academic Testing for Students with Disabilities

Reply

Reply All

Forward



Thu 10/14/2021 4:25 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This email was copied to:

- [REDACTED]
- atsd@txstate.edu



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

Thursday, October 14, 2021

[REDACTED]

Dear [REDACTED],

[REDACTED] is a student registered for services with TXST Office of Disability Services (ODS) and is enrolled in the course indicated above. The purpose of this letter is to officially notify you that [REDACTED] is requesting the approved academic accommodations stated below for this course. The ODS has thoroughly reviewed the student's request, self-report, and documentation in accordance with [UPPS 07.11.01-Disability Services for Students](#) and federal law, and had determined academic accommodations on an individual basis to ensure [REDACTED] has equal access to the educational environment.

ODS has identified the following accommodations as necessary to help the student achieve their full potential.

1. **Alternative Testing**

o ***Extra Time 1.50x***

The student is allowed extended time (1.5x) for exams and quizzes. This accommodation only applies to timed test environments that must be completed within one sitting. It does not apply to take-home exams or quizzes.

o ***Use of Computer with Text-to-Speech Software (Kurzweil)***

TXST Testing Agreement Instructions

To use a TXST testing center at either San Marcos (ATSD) or Round Rock (TCRR):

Review and submit your Testing Agreement (TA) to provide the testing center your instructions to administer your exams. You only need one TA per class. Your TA is required prior to approval of appointments and to administer exams.

If you need support, please contact the appropriate testing center.

You may access the Testing Agreement for this class at this single use link: [TXST Testing Agreement](https://hood.accessiblelearning.com/TXState/TestingAgreement.aspx?ID=10482&CID=85475&Key=tDIRjPys) (or copy and paste the following link to your browser: <https://hood.accessiblelearning.com/TXState/TestingAgreement.aspx?ID=10482&CID=85475&Key=tDIRjPys>)

San Marcos Campus

Academic Testing for Students with Disabilities: **ATSD**

Commons Hall, G18

atsd@txstate.edu or 512.245.7856

[ATSD Website](#)

Round Rock Campus

Testing Center, Round Rock: **TCRR**

Avery Building, Room 209

rrc-testing@txstate.edu or 512.716.4020

[TCRR Website](#)

NEXT STEPS:

- **Communicate** with [REDACTED] to review each of the accommodations and discuss how they will be effectively implemented in your course. While, it is [REDACTED] responsibility to initiate contact with you to discuss the accommodation(s), you are also welcome to start this conversation.
 - **Implement** the stated accommodations upon receiving this notice. While students have the right to request the accommodations at any time during the semester, they are responsible for submitting the request at a reasonable time prior to when they would like their accommodations to take effect. Please note that accommodations are not retroactive. If the accommodations provided are not meeting the students needs, it is the students responsibility to notify ODS as soon as possible.
 - **Respect** [REDACTED] privacy. The ODS accommodation information is protected by [Family Education Rights and Privacy Act](#) (FERPA). You may only share information with individuals who are assisting in teaching the course or in providing the requested accommodations. This ODS information is not to be shared with other students.
 - The accommodations are not meant to alter the essential elements of a course. Contact the listed ODS staff member assigned to this student [REDACTED] or 512-245-3451, should you have any questions or concerns about how to implement the accommodations or believe it may compromise an essential element of your course.
- **Important Notice:** If no action is taken by you within **seven (7) business days** of receipt of the accommodation letter, the accommodations will be deemed appropriate and should be provided.

ODS Faculty Resources

In addition to facilitating academic accommodations, the ODS is a resource for faculty and we look forward to collaborating with you as we strive to make all courses at the Texas State University accessible to qualified students. Additional information on accommodating students is also available through [Students with Disabilities, a Teaching Resource Guide](#).

We appreciate your collaboration and thank you in advance for your assistance.

Sincerely,

Office of Disability Services

LBJ Student Center Suite 5-5.1

601 University Drive

San Marcos, TX 78666

Phone: 512-245-3451

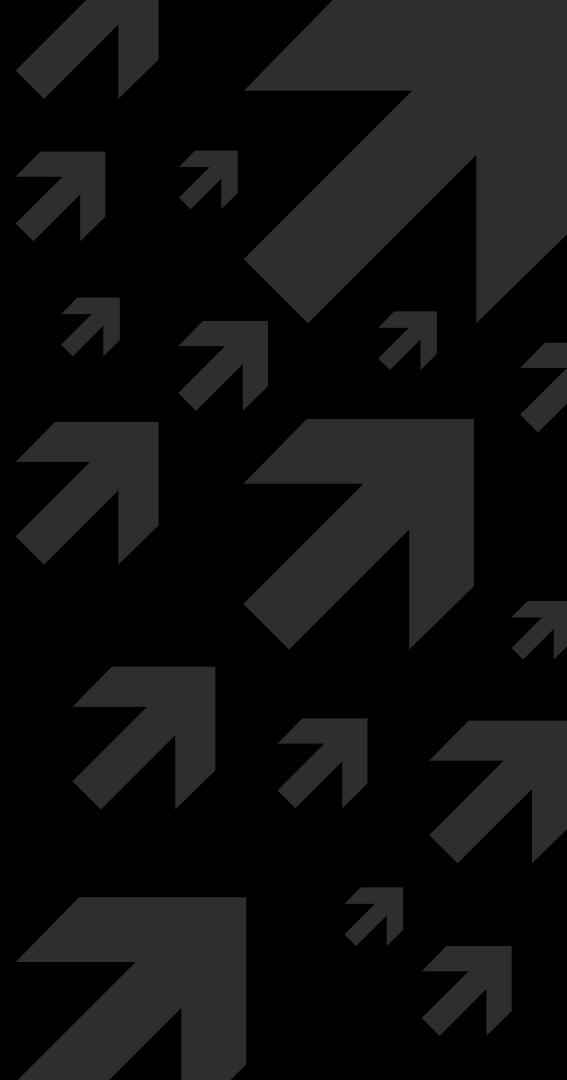
Fax: 512-245-3452

Email: ods@txstate.edu

Website: www.ods.txstate.edu

Office Hours: Monday - Friday 8 AM - 5 PM

Accommodated Testing Process



Overview of Changes

No system to log in

Monitor emails for links to testing agreement and submitting assessment information

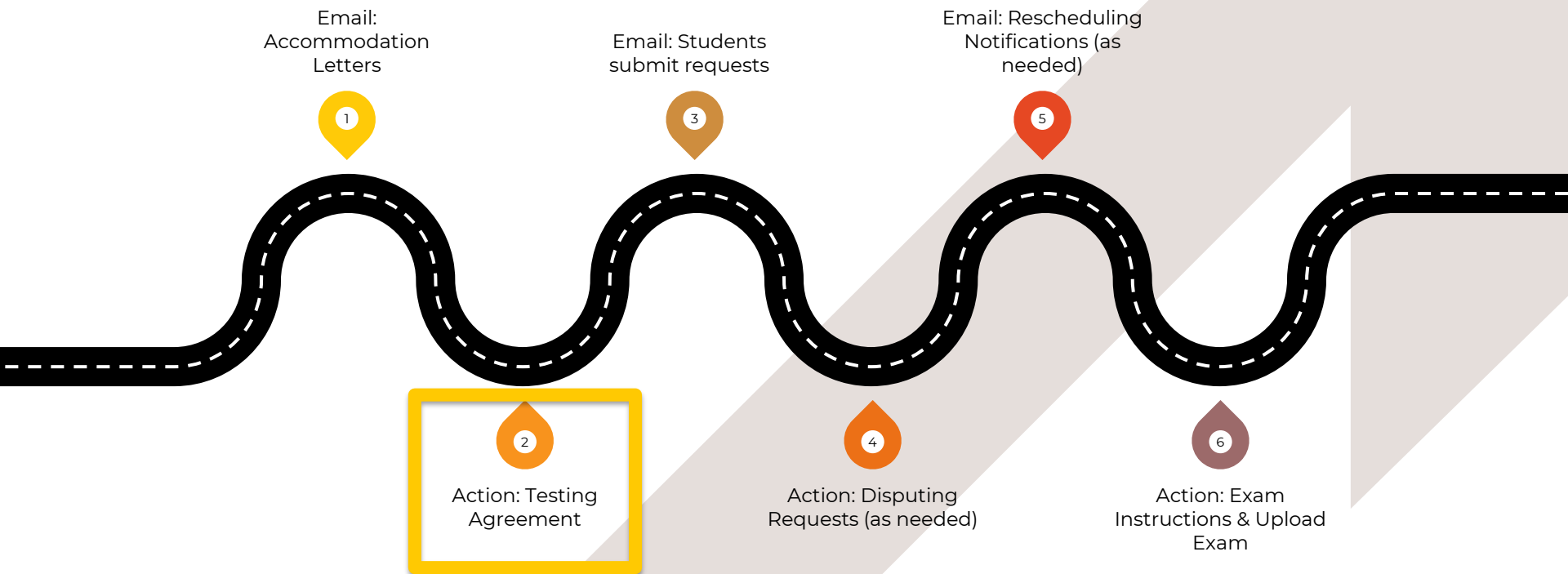
Testing Agreement

Submit at the beginning of semester for TEMC to approve assessment dates/times and schedule exams

Exam Instructions & Upload

One link to enter exam instructions and upload the exam

Roadmap of the Process



Testing Agreement

Allows ATSD & TCRR to schedule and plan to administer your assessments

Testing Agreement

Key Points

- Submitted once at the beginning of the semester
- Must complete one testing agreement per section of each course
- No edits can be made by faculty – any changes should be emailed to the appropriate testing center (ATSD/TCRR)
- ATSD & TCRR can copy agreements from one section to another – email us if you prefer this option rather than re-entering information

Where to find the testing agreement:

- Link is at the bottom of the email notification with accommodation letter in a red box



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>

To Academic Testing for Students with Disabilities; Haris.Gunadi@dsaim.com

Reply

Reply All

Forward



Fri 8/13/2021 3:15 PM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

1. **Alternative Testing**

o **Extra Time 1.50x**

The student is allowed extended time (1.5x) for exams and quizzes. This accommodation only applies to timed test environments that must be completed within one sitting. It does not apply to take-home exams or quizzes.

o **Extra Time 2.00x**

The student is allowed extended time (2.0x) for exams and quizzes. This accommodation only applies to timed test environments that must be completed within one sitting. It does not apply to take home exams or quizzes.

o **Extra Time 3.00x**

The student is allowed extended time (3.0x) for exams and quizzes. This accommodation only applies to timed test environments that must be completed within one sitting.

o **Reduced Distraction Environment**

The student is allowed to take tests in a reduced-distraction location. This should be a place with limited noise and visual distraction.

o **Use of a Computer**

The student should be allowed to use a computer to type their responses for short answer and/or essay exams and quizzes.

Additional Notification(s) Regarding Student:

1. Customized Notes for Students

TXST Testing Agreement Instructions

To use a TXST testing center at either San Marcos (ATSD) or Round Rock (TCRR):

Review and submit your Testing Agreement (TA) to provide the testing center your instructions to administer your exams. You only need one TA per class. Your TA is required prior to approval of appointments and to administer exams.

If you need support, please contact the appropriate testing center.

You may access the Testing Agreement for this class at this single use link: [TXST Testing Agreement](https://hood.accessiblelearning.com/s-TXState/TestingAgreement.aspx?ID=10445&CID=89670&Key=3TaG52IV) (or copy and paste the following link to your browser: <https://hood.accessiblelearning.com/s-TXState/TestingAgreement.aspx?ID=10445&CID=89670&Key=3TaG52IV>)

Options for the Testing Agreement

Option 1. Select to proctor your own exams or that your course has no exams.

Students will NOT be able to submit requests if you confirm that you will proctor your own exams.

ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

Class: CLS 49011.006 - Clin Microbiology:app (CRN: 15016)

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **Testing Agreement Sample**

Use this contract if you are using our usual agreement terms.

FACULTY / STAFF INSTRUCTION

If you would like a TXST testing center to administer your exams for your students with accommodations, please look over the details of this agreement and submit.

We cannot make appointments nor administer an accommodated exam without your submitted testing agreement.

PROCTORING YOUR OWN EXAM

Proctoring Own Exam

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus ac nunc eget diam sodales faucibus sit amet eget felis. Maecenas ex metus, dictum vitae ornare eget, eleifend et libero. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce nisi elit, condimentum sed efficitur eget, faucibus in lectus.

Type:

- ☒ Select One
- ☐ I Will Proctor My Own Exams
- ☐ My Class Has No Exam

Confirm

Message After Confirming Proctoring of Own Exams/ No Exams

You have indicated that you and your student(s) have agreed to have you or your department provide accommodated testing for this class.

You do NOT need to complete the Testing Agreement and the student will NOT be allowed to submit an exam request to the testing center for this class.

If you need to change this selection, please contact the appropriate testing center for assistance.

Options for the Testing Agreement

Option 2. Enter information for the questions on the testing agreement.

- ATSD & TCRR will use the information to approve and plan for exams.
- Students will be able to see certain questions when they submit requests.
- Instructor contact information will NOT be shared with the student.

1. **1** How will you submit assessments to the testing center?

- ☐ Upload the exam into the Accessibility Information Management (AIM) system at least 24 hours before the test date. Link will be provided in email notification.
- ☐ Email the exam to the appropriate testing center at least 24 hours before the test date.
- ☐ Deliver a hardcopy to the appropriate testing center at least 48 hours before the test date.
- ☐ The exam will be online in Canvas or other site. Specify site (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment2. **2** Will codes be required for administration of your assessments? *

- ☐ No
- ☐ Yes

Additional Note or Comment

3. **3** Select any software, apps, technology, or technical components used for assessments. e.g. SPSS, MP3 file, Word
- ☐ NONE
 - ☐ Listening component (Specify Below)
 - ☐ Video component (Specify Below)
 - ☐ Access to a website (Specify Below)
 - ☐ Access to specific software e.g. SPSS, Word, Excel (Specify Below)
 - ☐ Other (Specify Below)

Additional Note or Comment

4. **4** TEMC requests you provide a cell number or email which will allow an immediate response during an exam should we need to contact you. If your student needs clarification or has an exam difficulty during testing, how would you like it to be handled?
- ☐ Call me at cell number provided (Specify Below)
 - ☐ Text me at cell number provided (Specify Below)
 - ☐ Email me at address provided (Specify Below)
 - ☐ Contact my Co-Instructor - Who and How to contact (Specify Below)
 - ☐ Other (Specify Below)

Additional Note or Comment

5. **5** Do you have any additional information or directions for the testing center? *

☐ No

☐ Yes (Specify Below)

Additional Note or Comment

6. **6** List all Quizzes and indicate date/date range and allowed start time for each quiz. Quiz start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Quiz start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM. *

7. **7** List all Exams and indicate date/date range and allowed start time for each exam. Exam start times for San Marcos: M-F at 8AM, 11AM, 2PM, 3PM or on T/W also at 5PM. Exam start times for Round Rock: M-F at 8:30AM, 10:30AM, 12:30PM or 1:30PM. *

8. **8** For the Final indicate date and allowed start time. Final start times for San Marcos: 8AM, Noon, 4PM. Final start times for Round Rock: 8AM or 12:30PM. *

Exam Type(s)

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

Final Minutes

Quiz Minutes

Standard Exam Minutes

Additional Information

Instructor Phone Number:

Hint: Enter 10-digit number only.

Additional Note:

Test



ALTERNATIVE TESTING - TXST TESTING AGREEMENT BY INSTRUCTOR



TXST TESTING AGREEMENT SUBMITTED

Thank you for submitting the txst testing agreement.

Since you are only required to **fill out one testing agreement per class**, you will not need to fill form for another student in the same course. If you have other students in the different section, please let us know if you would like to copy this TXST Testing Agreement.

If you need to make any modification to this form, please do not hesitate to contact our office:

Sincerely,

Office of Disability Services

LBJ Student Center Suite 5-5.1

601 University Drive

San Marcos, TX 78666

Phone: 512-245-3451

Fax: 512-245-3452

Email: ods@txstate.edu

Website: www.ods.txstate.edu

Office Hours: Monday - Friday 8 AM - 5 PM

Questions? Contact Us!

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

ATSD-San Marcos: atsd@txstate.edu or 512.245.7850

TCRR-Round Rock: rrc-testing@txstate.edu or 512.716.4020

Confirmation of Testing Agreement

RE: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)



RRC-Testing

To ○ Academic Testing for Students with Disabilities

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [...](#)

Fri 8/13/2021 3:15 PM

From: TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>

Sent: Friday, August 13, 2021 2:55 PM

To: Haris Gunadi <haris.gunadi@gmail.com>; Haris Gunadi <Haris.Gunadi@dsaim.com>

Cc: RRC-Testing <rrc-testing@txstate.edu>

Subject: [ODS] TXST Testing Agreement for TEST 100.001 - TEST COURSE (CRN: X0001)

This email was copied to:

- haris.gunadi@gmail.com
- haris.gunadi@dsaim.com
- rrc-testing@txstate.edu

Class: TEST 100.001 - TEST COURSE (CRN: X0001)

Student: Customer Support

Type: TXST Testing Agreement-v6

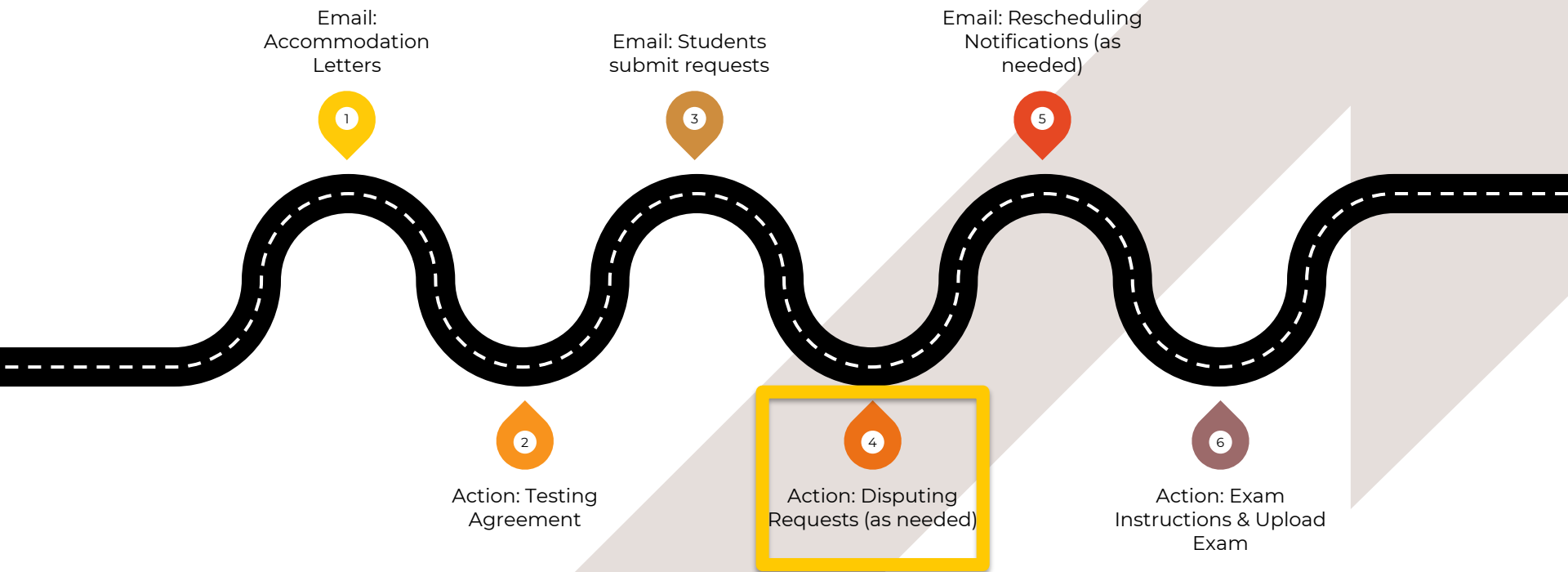
Status: Confirmed

Your testing agreement has been submitted and will be applied to all students with testing accommodations for this class.

The agreement is considered active unless modifications are requested. If you need to update or make changes to this testing agreement, you may do so by contacting the appropriate testing center.

Additional Information:

Roadmap of the Process



Disputing Exam Requests

Option if a student submits a request that does not match your preferences for testing date/time

Disputing a Request

Key Points:

- Optional – ATSD & TCRR will approve requests based on the testing agreement instructions


Location

- Link is on emails regarding the submission of an exam request and on approval of an exam

[ODS] Possible Action Required: New Exam Request



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>

To  Academic Testing for Students with Disabilities

Your student has scheduled an assessment for your class at a TXST testing center.

This request is still under review for available seating, resources and your testing directions in your testing agreement or other communications with our office.

If you have additional instructions that may help in our review of this request, please inform the appropriate testing center

Student: **Fake Student** (School ID: **FAKE12345**)

Class: **AIM 101.001 - TESTING OUT THE TESTING MODULE**

Campus Location: **San Marcos**

Exam Type: **Standard Exam**

Date: **Tuesday, August 31, 2021**

Start Time: **08:00 AM**

End Time: **09:30 AM (90)**

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

To dispute your student's request, you may directly contact the appropriate testing center or you may submit your concerns here: <https://hood.accessiblelearning.com/TXState/ExamFile.aspx?Step=Dispute&ID=E83843698146254&Key=3QAYpOCQ>

Upload files for exams, exam instructions, or testing materials needed to administer your assessments. Acceptable file types are: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, jpg, gif, or png. Need help or your file type isn't listed, contact the appropriate testing center for support.

Please use file names that are descriptive and include: your last name; course & number; exam name; and document. e.g. Smith-CHEM 1402-Ex 2-Periodic Table or Lopez-MATH 2367-Quiz 4.

Only testing center staff have access to your uploaded files.

Use this link to upload your files: <https://hood.accessiblelearning.com/TXState/ExamFile.aspx?ID=E83843698146254&Key=3QAYpOCQ>

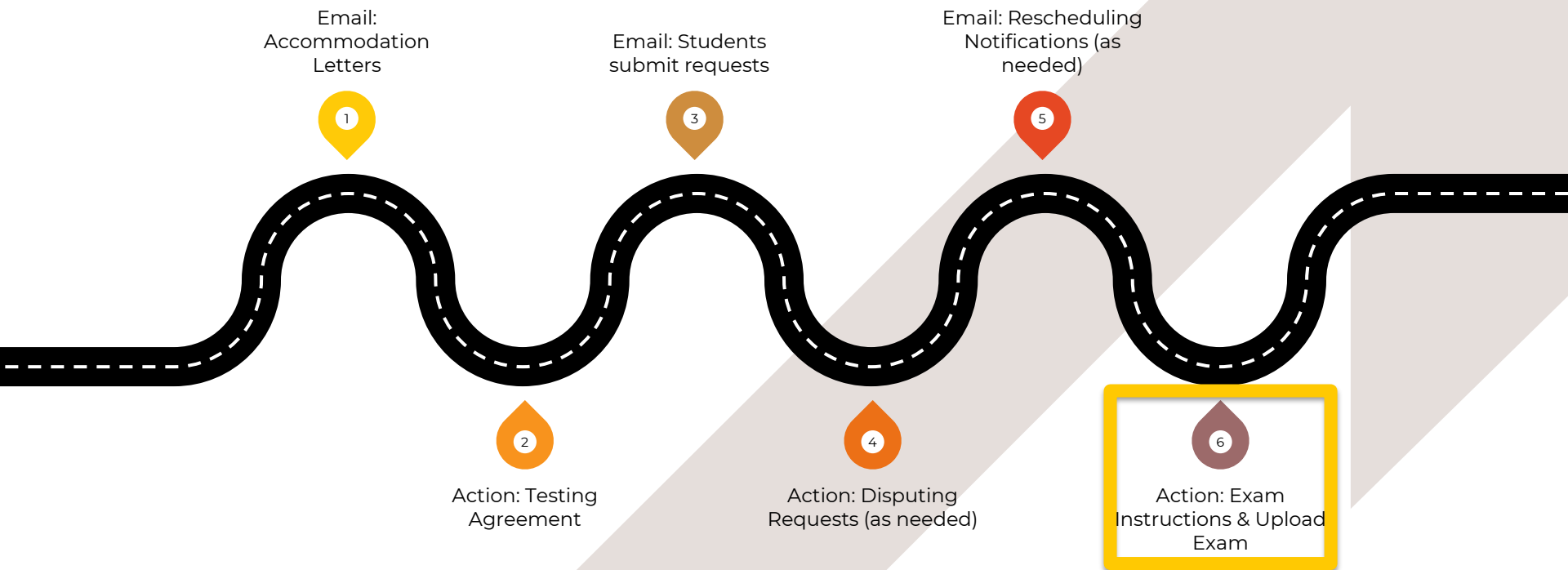
San Marcos Campus

Academic Testing for Students with Disabilities (ATSD)

Commons Hall, G18

atsd@txstate.edu or 512.245.7856

Roadmap of the Process



Exam Instructions

Provides details for the administration of the exams

Exam Instructions

Key Points:

- Completed per assessment
- Submitted at least 24 hours before the assessment time.
- Provides details for the administration of exams.
- Information is NOT shared with the student.
- Information can be copied to all students in the same section.
- Reminders will be sent two days before the assessment.

Location

- Link is on email regarding a student request for an exam, on the email regarding the approval of the exam, or on the reminder email.

Your student is approved to take their assessment at the testing center.

Please ensure that the assessment, any additional instructions/codes, or testing files are sent to the appropriate testing center at least 24 hours prior to this exam date.

Status: **Approved**

Student [REDACTED] (School ID [REDACTED])

Class [REDACTED]

Campus Location: **San Marcos**

Exam Type: **Standard Exam**

Date: **Friday, September 24, 2021**

Start Time: **11:00 AM**

End Time: **01:15 PM (135)**

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

To dispute your student's request, you may directly contact the appropriate testing center or you may submit your concerns here:

<https://hood.accessiblelearning.com/TXState/ExamFile.asp> [REDACTED]

Please upload your exam, exam instructions, and/or testing material files needed to administer your assessments. Acceptable file types are: pdf, doc, docx, xls,xlsx, ppt, pptx, rtf, txt, jpg, gif, or png. If you need help or your file type isn't listed, contact the appropriate testing center for support.

Please use file names that are descriptive and include: your last name; course & number; exam name; and document. e.g. Smith-CHEM 1402-Ex 2-Periodic Table or Lopez-MATH 2367-Quiz 4.

Only testing center staff have access to your uploaded files.

Use this link to upload your files: <https://hood.accessiblelearning.com/TXState/ExamFile.asp> [REDACTED]

Approval Email Sample

[ODS] Action Required: Need Exam & Instructions-24 HR Reminder



TXState - Office of Disability Services <notification@messaging.ods.txstate.edu>

To Academic Testing for Students with Disabilities; Craig Peterson

Reply Reply All Forward ...

Wed 10/13/2021 9:24 AM

This email was copied to:

- atsd@txstate.edu
- craigpeterson1971@gmail.com

Reminder: Need Exam & Instructions for AIM 101.001 (CRN: 12345)

Class: AIM 101.001 - TESTING OUT THE TESTING MODULE

Type: Standard Exam

Campus: San Marcos

Date: Wednesday, October 13, 2021

Time: 11:00 AM - 12:30 PM (90)

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Environment

Student: Fake Student

Proctor: Madeleine New

Additional Instruction(s) from txst testing agreement:

- List ALL quizzes and exams for this semester for this course. Provide the following for each assessment: Exam Name; Date or Date Range; Start Time; Duration in Minutes WITHOUT Extended Time. The system adds extended time for the appointment. i.e. Exam 4/May 3-7/Any Start Time/90 minutes. Use TBD for info to be updated by you at a later time.

8/12/2021 8 AM 60 MIN

- How would you like to submit the exam to the testing center?

Upload the exam into the Accessibility Information Management (AIM) system at least 24 hours before the test date. Link will be provided in email notification.

- Indicate administration method. If assessments will be administered differently, indicate method for each assessment.

Reminder Email
Sample

Reminder will
include the TA
questions

[Home](#)

[Home](#) >> [Submit Exam Electronically and Exam Instruction](#)

Home

> [Online Services Home](#)

Logout

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

[Log Out](#)

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



[UPLOAD EXAM](#)



[EXAM INSTRUCTION](#)

Questions? Contact Us!

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

ATSD-San Marcos: atsd@txstate.edu or
512.245.7850

TCRR-Round Rock: rrc-testing@txstate.edu
or 512.716.4020

NEED HELP?

[Access Tutorials](#)

[Contact Our Office](#)

[Read Disclaimer](#)

OFFICE OF DISABILITY SERVICES

[Texas State University](#)

601 University Drive

San Marcos, TX 78666

Website: <http://www.ods.txstate.edu>

Email Us: ods@txstate.edu

Phone: (512) 245 - 3451

Fax: (512) 245 - 3452

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SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

TEST 200.002 - FAKE COURSE BY HARIS (CRN: X0002)

Please provide your instructions and any codes for your assessment so we may proctor your student for this specific appointment request.

Please note this information is only seen by testing center staff. If you have any questions, please contact the appropriate testing center.

You may upload this document to the same link you used to upload the exam.

Additional Exam Instructions

1. **Name of Assessment i.e. Quiz 2 or Exam 4 or Exam 1 Makeup or Final ...** [\[Modify Question\]](#)
2. **Date or Date Range for Taking the Assessment i.e. July 6 or July 30 - Aug 2 ...** [\[Modify Question\]](#)
3. **Indicate preferred Start Time. Start time may change due to student class schedule or availability of Testing Center resources. Please note tests may begin only at times indicated below for each campus and exam type.** [\[Modify Question\]](#)
 - ☐ San Marcos- Quiz or Exam on M-F: 8AM
 - ☐ San Marcos- Quiz or Exam on M-F: 11AM
 - ☐ San Marcos- Quiz or Exam on M-F: 2PM
 - ☐ San Marcos- Quiz or Exam on M-F: 3PM
 - ☐ San Marcos- Quiz or Exam on T/W: 5PM
 - ☐ San Marcos- Final: 8AM
 - ☐ San Marcos- Final: Noon
 - ☐ San Marcos- Final: 4PM
 - ☐ Round Rock- Quiz or Exam M-F: 8:30AM
 - ☐ Round Rock- Quiz or Exam M-F: 10:30AM
 - ☐ Round Rock- Quiz or Exam M-F: 12:30PM
 - ☐ Round Rock- Quiz or Exam M-F: 1:30PM
 - ☐ Round Rock- Final: 8AM
 - ☐ Round Rock- Final: 12:30PM
 - ☐ Additional Information (Specify Below)

Additional Note or Comment

4. **4** Indicate Administration Method * [\[Modify Question\]](#)

- ☐ Paper/Pencil
- ☐ Canvas
- ☐ Online-Specify Site/Program (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment

5. **5** Indicate time allowed in class for this exam. Give in Minutes WITHOUT Extended Time. i. e. 40 min or 90 min. AIM calculates extended time for only the appointment. Note for online exams or exams in Canvas you will still need to set the extended time in the exam parameters. * [\[Modify Question\]](#)

6. **6** Passcodes i.e. Starting Code or Restart Code [\[Modify Question\]](#)

- ☐ None
- ☐ Start Code (Specify Below)
- ☐ Restart or Universal Resume Code (Specify Below)
- ☐ Other Code (Specify Below)

Additional Note or Comment

7. **7** Indicate Assessment Answer Method and/or Answer Form [\[Modify Question\]](#)

- ☐ Will Answer at Online Site or Canvas
- ☐ May Write on Exam
- ☐ May Use Additional Paper to Answer
- ☐ Blue Book: Full Sheet - Lined Essay Book with 8 pages
- ☐ Mini Blue Book: 1/2 Sheet - Lined Essay Book
- ☐ May Use Notepad
- ☐ May Use Word
- ☐ May Use Excel
- ☐ Scantron-882-E: Green 1/2 Sheet (50 responses per side)
- ☐ Scantron-ED-99: Green Full Sheet (150 response on single side)
- ☐ Scantron-100/W/I: Full Orange Sheet (100 responses on single side)
- ☐ ParScore Mini Blue Book: Pink Full Sheet (200 responses on one side & lines for essay on second side)
- ☐ Scantron-EM886: Green Mini Essay Book (essay fold out and 50 bubble responses per side)
- ☐ Scantron-885E: Blue Full Sheet Multiple Choice & Matching & Completion
- ☐ Scantron-ED05: Blue Full Sheet (60 responses per side with 10 choices per item)
- ☐ Other (Specify Below)

Additional Note or Comment

8.

8

Select any software, apps, technical components, or technology needed for your exam. e.g. SPSS, Word, Excel, MP3 file. [\[Modify Question\]](#)

- ☐ None
- ☐ Listening component (Specify Below)
- ☐ Video component (Specify Below)
- ☐ Access to website (Specify Below)
- ☐ Access to software (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment

9. **9** Please indicate materials allowed during the assessment. [\[Modify Question\]](#)

- ☐ Nothing
- ☐ Scratch Paper/White Board
- ☐ Own Laptop & Charger
- ☐ Any Calculator
- ☐ Own Calculator-specify type (Specify Below)
- ☐ Basic 4-FXN Calculator
- ☐ Non-Programable Calculator
- ☐ Scientific Calculator
- ☐ Graphing Calculator
- ☐ Financial Calculator
- ☐ Graph Paper-specify type (Specify Below)
- ☐ Dictionary
- ☐ Thesaurus
- ☐ Periodic Table
- ☐ Formula Sheet-specify size (Specify Below)
- ☐ Open Book-specify which book (Specify Below)
- ☐ Open Notes-specify which notes (Specify Below)
- ☐ Note Card-specify size and if student may take card (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment

10. **10** Indicate Method of Return for Completed Assessment. * [\[Modify Question\]](#)

- ☐ Exam is Online-No Return Required
- ☐ Both Campuses: All Materials Picked Up by Myself or My Designated Person-Specify Person (Specify Below)
- ☐ San Marcos Only: All Materials Couriered to Department-Specify Who & What Location (Specify Below)
- ☐ Round Rock Only: Scan and Email Testing Materials to Me and Destroy Original Once Verified Received
- ☐ Round Rock Only: Scan and Email, then courier originals to Department-Specify Who & What Location (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment

11. **11** Indicate who and how to reach someone for an immediate response during the assessment if a student has a question or exam difficulties. [\[Modify Question\]](#)

- ☐ Self
- ☐ Co-Instructor
- ☐ Other Person- specify who (Specify Below)
- ☐ Call- specify cell number (Specify Below)
- ☐ Text- specify cell number (Specify Below)
- ☐ Email- specify email (Specify Below)
- ☐ Other (Specify Below)

Additional Note or Comment

12. **12** Indicate any other instructions for this assessment. * [\[Modify Question\]](#)

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Questions? Contact Us!

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

ATSD-San Marcos: atsd@txstate.edu or
512.245.7850

TCRR-Round Rock: rrc-testing@txstate.edu
or 512.716.4020

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OFFICE OF DISABILITY SERVICES

Texas State University
601 University Drive
San Marcos, TX 78666

Website: <http://www.ods.txstate.edu>
Email Us: ods@txstate.edu

Phone: (512) 245 - 3451
Fax: (512) 245 - 3452

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To Academic Testing for Students with Disabilities; RRC-Testing; Hampshire, Alexandra Z

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Student(s) [REDACTED] (Email [REDACTED])

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Exam Time: 11:00 AM

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San Marcos Campus

Academic Testing for Students with Disabilities: ATSD

Commons Hall, G18

atsd@txstate.edu or 512.245.7856

[ATSD Website](#)

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Questions?



Thanks!

Any questions?

ATSD:

- atsd@txstate.edu
- 512-245-7856

TCRR:

- rrc-testing@txstate.edu
- 512-246-4020