Division of Student Affairs

DSA Area Name: Retention, Outreach, and Inclusive Student Services	**Effective Date:**	01/01/2022
	Procedure Number:	ROI-p.001.02

Student Affairs Working Procedure on Alternative Testing Services

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Intent:
Outline the process by which DASS provides alternative testing services as an accommodation/academic adjustment for students registered with DASS

Background:
CSU Coded Memo AA-2014-08; CSU Executive Order No. 1111; Sections 504 and 508 of the Rehabilitation Act of 1973 as amended, Americans with Disabilities Act of 1990 as Amended (ADAA).

Disability Accommodations and Support Services (DASS) provides alternative testing services as an accommodation/academic adjustment for students registered with DASS who have a disability that significantly affects, or limits, the ability to take timed exams or quizzes in a traditional setting and/or format. Alternative testing services are a means of providing conditions that minimize the effects of a particular disability in order to ensure the student is able to adequately demonstrate knowledge or mastery of a course. These conditions are not intended to alter the fundamental nature or requirements of any course.

Accountability:
Vice President for Student Affairs, Associate Vice President for Student Affairs – Retention, Outreach and Inclusive Student Services, the Director of DASS, all DASS professional staff, and the ADA Coordinator for Students.

Applicability:
Students with disabilities enrolled full or part-time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education, registered with DASS and approved for Alternative Testing accommodations.

Attachments:
- Student Use of Computer During DASS Examination Disclaimer form (available on the 'forms' section of the DASS webpage)
- Material Permission Form (available on the 'forms' section of the DASS webpage)

Procedure:
To be eligible for alternative testing accommodations during timed course examinations and quizzes, DASS students are responsible for the following:

- DASS students must first complete the New Student Appointment and be approved for Alternative Testing as an accommodation based on documentation and individual needs.
- When campus is operating in a virtual learning environment, all DASS New Student Appointments will be conducted on-line via Zoom conferencing. Once approved, an additional appointment and documentation may be necessary if the student requests new Alternative Testing accommodations not supported by documentation currently on file or previously approved by DASS staff. Alternative Testing approval applies to timed examinations and quizzes, both in-person and on-line.
- DASS students are to review & complete the DASS On-Line E-agreement form for Alternative Testing located on their DASS On-Line Services accessed through http://www.csuci.edu/dass.
- DASS students are required to identify the course(s) in which the accommodation will be needed and make a request to receive Alternative Testing accommodation via DASS On-line Services.
- DASS students must submit alternative testing requests at least seven (7) **business days*** in advance of each in-class exam date and ten working calendar days in advance for final examinations.
- * A business day is defined as Monday-Friday dates, weekend and holiday dates are not included.

Faculty Testing Contract:
After students place their initial request for approved alternative testing accommodations online, DASS staff reviews, approves and sends a Faculty Notification Letter (FNL). The FNL lists the DASS approved accommodation(s) the student requested for that individual course. The FNL contains a testing contract link in which faculty are asked to provide testing specifications such as in-class testing time and if usage of notes, calculator or books are permitted. Faculty are asked to submit on-line testing contracts within seven (7) working calendar days and to notify DASS staff of any changes to the contract. If a faculty member does not complete the testing contract, DASS staff will create a general contract.

Submitting Alternative Testing Requests:
DASS students have a right to select to take any exam or quiz in-class without a DASS approved accommodation. As such, the provision of Alternative Testing for in-class examination date is not automatic. The DASS student is responsible for completing the following steps for each individual exam and quiz date:

- Identify course(s) via student portal, DASS On-Line Services, http://www.csuci.edu/dass. Alternative Testing accommodation may be requested.
- Alternative testing accommodations request for regular course exams, quizzes, and midterms, must be submitted by student through DASS On-Line Services, http://www.csuci.edu/dass. seven (7) business days in advance of the date the exam is being taken in-class. Requests for Alternative Testing accommodations for final examinations must be placed ten (10) business days in advance of in-class examination date. Note: DASS Final Exam proctoring times differ from the campus final exam schedule. See DASS Final Exam schedule listed below.
- For each in-class exam or quiz date student selects to receive Alternative Testing accommodations, student must submit specific date, course name, number, and note special testing room requests by using DASS On-Line Services, http://www.csuci.edu/dass. Examples of special testing room requests include need for computer, list specific name for needed assistive technology and course related computer software.
- Exams and quizzes must be taken during the same date and time period as scheduled for in-class examination, except for final exams (see below) and academic related conflicts. For exam/quiz time conflicts related to academic schedule, the student must notify and coordinate with DASS staff and faculty to find an acceptable alternative test time.
- DASS students will not be penalized if course instructor/faculty provides notification of exam or quiz dates less than (7) business days in advance. Students are responsible for notifying DASS staff via accommodations@csuci.edu within 24-hours from the time faculty notification of testing date is provided and proceed with submitting the request through DASS On-Line Services. DASS On-Line Services is an automated system and will provide the student with a notice if the request for Alternative Testing accommodation is late. Student is to proceed with submitting the request and place a note to inform DASS staff of faculty notification of exam date. DASS staff will confirm notification date with faculty and provide student with Alternative Testing accommodations.
- For requesting an alternative test date due to non-academic reasons or unforeseen illnesses, students must read the course syllabus for faculty established guidelines and discuss directly with faculty. For all non-academic related requests approved by faculty, the student holds responsibility to request faculty send written approval to proctor the exam on an alternative date to accommodations@csuci.edu, seven (7) business days in advance of approved alternative exam date, and dependent on DASS staff and room availability. The student also holds the responsibility to follow up with DASS in writing about the requested change to ensure that faculty sends notification to DASS.

Proctoring Hours:
- With the exception of final examinations, all accommodation requests for timed exams/quizzes must be scheduled and completed between the hours of 8:30 a.m. - 5:15 p.m., Monday through Thursday, and 8:30 a.m. – 4:45 p.m. on Friday. If the exam is scheduled to end after 5:15 p.m., an alternative testing date and time will need to be determined by DASS staff, faculty, and student.

- Students with evening courses are to email accommodations@csuci.edu to request assistance with working with faculty for an alternative day and time during normal DASS operational hours, which meets student availability and faculty approval.

Testing Room Location:
- All exams will take place in the DASS office, located on the second floor of Arroyo Hall, unless otherwise advised.
- Exams and quizzes scheduled during midterm and finals may take place in an alternative location on campus due to the high volume of exams to be proctored. Any student with a disability related concern regarding assigned testing location, must be provided to DASS staff by emailing accommodations@csuci.edu seven (7) business days in advance of examination date, to ensure adequate time is provided for securing an alternative location that meets the documented disability related needs.

Day of Examination:
- Specific test taking instructions provided to DASS by instructor/faculty and placed in DASS Alternative Testing Envelope, must be reviewed, and verified by the student and DASS proctor.
- Prior to taking the exam, the student and proctor must confirm the total number of exam/quiz pages, and place information in DASS Alternative Testing Envelope form, and initial.
- No personal electronic devices are permitted in the DASS testing room. Students must place all belongings including electronic devices such as cell phone, smart watch, iPad, and excess items not permitted in the exam room, in the DASS locker assigned by staff. During finals or limited availability of DASS lockers, students may be permitted to place backpacks and personal items in an area visible to the assigned proctor or test scribe.
- In the event of a verified need for students to use personal laptops for examinations, usage must be approved in advance by DASS staff and faculty and will be approved on a case-by-case situation for extreme and special circumstances.
- Student is responsible for reviewing and following exam instructions provided by faculty.
- Faculty/Instructors complete a general DASS Testing contract listing exam instructions and specifications that will be applied to all exams throughout the semester. Prior to starting the exam, students are to notify DASS staff if testing instructions provided in-class or by electronic communication are different than listed on the Alternative Testing Envelope. DASS staff will attempt to confirm changes with the faculty. In the event attempts to contact the faculty member are not successful on the day/time of exam, students will be permitted to follow the updated testing instructions by completing and signing a DASS form. This form will list the updated faculty approved testing specifications and acknowledge that the student will assume full responsibility and possible grade consequences at the discretion of the faculty if the revisions were not approved as stated.
- Students must sign a Student Use of Computer during DASS Examination Disclaimer form for any exam utilizing a computer, before starting the exam.

- The software Note Pad is provided on the computer for students approved for computer usage for essay accommodation.
- Students are responsible for notifying DASS staff prior to starting the exam if they need to print during or after an exam.
- Students must sign a Materials Permission form to use any additional materials during the exam that were not previously indicated by faculty to DASS staff.
- Students are encouraged to use restroom facilities prior to the start of the exam. If a bathroom break is necessary during the proctored exam, the test taker must check-in and check-out with the test proctor.

Late Arrival:
- If students are late for any reason, the permitted examination time will be deducted minute for minute.
- If test takers arrive after scheduled proctoring time block and it is not operationally feasible to proctor the exam, DASS will cancel the exam, mark the student as a "No Show" on the testing envelope, and it will be returned to faculty.
- It is the student's choice to attempt to reschedule the exam with their instructor; however, there is no guarantee that the instructor will permit a make-up exam.
- If the instructor permits a make-up exam, the student must request that faculty send written approval to accommodations@csuci.edu. This request should be submitted at least seven (7) business days in advance of the new test date along with the new Alternative Testing request on AIMS.
- If the late arrival or no show was a result of a disability-related issue that the student can verify with documentation from a licensed professional, DASS staff will work together with the student and faculty for a rescheduled exam.
- It is recommended, and the student's responsibility, to obtain information regarding the in-class policy on make-up examinations in advance of testing needs.
- Faculty approved make-up examinations administered by DASS will depend on DASS space and staff availability.
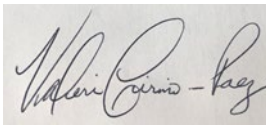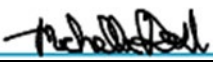
Final Exams:
- Final exams must be scheduled ten (10) business days in advance through DASS On-Line Services.
- DASS's final examination schedule is not the same as the campus final examination schedule. Faculty are informed of the following DASS final exam schedule:

In-Class Examination Start Time	DASS Proctoring Start Time
8:00 A.M.-10:00 A.M.	9:00 A.M.-12:00 P.M.
10:30 A.M.-12:30 P.M.	9:00 A.M.-12:00 P.M.
1:00 P.M.-3:00 P.M.	1:00 P.M.-4:00 P.M.
4:00 P.M.-6:00 P.M.	5:00 P.M.-8:00 P.M.
7:00 P.M.-9:00 P.M.	5:00 P.M.-8:00 P.M.

- Students are responsible for scheduling their exams on the same date, and nearest to, the in-class examination times. Faculty will receive notification of the test date and time the student requested.
- Established late arrival or "No Show" procedure applies to finals.
- Students should arrive at least 30 minutes before the scheduled exam time, to ensure the proctor has sufficient time to escort the student to the testing location.
- Under "Additional Notes," students must include any specialized requests or information such as: Kurzweil, Dragon, computer for essay, scribes, ASL interpreter, wheelchair accessibility, specialized software (SPSS), on-line exams, class schedule conflict, etc.
- Students approved for more than 1.5 extended time, must adjust start times to ensure examination is completed by 8:00 p.m.

Student Conduct
- Student behavior that is not consistent with the Student Conduct Code will be reported to the Dean of Students office. If academic dishonesty occurs during DASS proctoring, faculty will determine the course of action as established for students taking examinations in-class.
- The Student Conduct Code is available on the campus website: http://www.csuci.edu/studentlife/judicial-affairs/student-code-of-conduct.htm

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