

## Faculty - Alternative Testing Agreement

1. When you receive the Faculty Notification Letter (FNL) email, please locate and click "Alternative Testing Agreement."

### Notification Letter

Summer 2022 - [REDACTED]

Based on faculty requests, Disability Services provides a notification letter regarding a student with disabilities that is enrolled in the course noted above.

Please read carefully the information pertaining to specific accommodations for the student listed below. If requested, your prompt response will ensure that Oregon Tech is in compliance with Federal Statutes.

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

[REDACTED] has supplied Disability Services with documentation that qualifies the student for the services 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 or to provide accommodations when the request poses an undue hardship. If you have questions regarding issues of requirement or hardship, please contact Disability Services at [access@oit.edu](mailto:access@oit.edu)

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 student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

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

#### 1. Alternative Testing ([Read More](#))

- Extra Time 1.50x
- Kurzweil  
Provision of the use of text-to-speech software for all quizzes and exams.

Please Note:

Text-to-speech software does not work with Respondus lockdown browser.

If using ProctorU for quizzes and exams, student profile and exam information must be uploaded to ProctorU a minimum of two weeks prior to the quiz or exam.

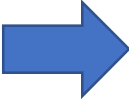
- Reduced Distraction Environment  
Provision of a reduced distraction environment for exams and quizzes.

#### 2. Classroom Access ([Read More](#))

- Record Lectures  
Provision to record lectures on electronic device as appropriate for lectures and labs.

#### 3. Notetaking Technology ([Read More](#))

- Glean Notetaker



**[Alternative Testing Agreement](https://bachelor.accessiblelearning.com/OIT/TestingAgreement.aspx?ID=13033&CID=81935&Key=nh7x7b4z)** (or copy and paste the following link to your browser: <https://bachelor.accessiblelearning.com/OIT/TestingAgreement.aspx?ID=13033&CID=81935&Key=nh7x7b4z>)

2. Please read over the Testing Agreement and fill out the boxes at the bottom, with information regarding your exam times. Please input the time that all students will be given in your course, as AIM will automatically determine how much extra time to provide to students.

**Alternative Testing Agreement**

1. **I understand and agree to the Disability Services AIM Testing Agreement \***

Click here to agree.

**Additional Note or Comment**

2. **Please enter what students will be allowed to have during quizzes and exams? (i.e. calculator, scratch paper, etc.) \***

**Exam Type(s)**

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

Exam  Minutes

Final  Minutes

Midterm  Minutes

Quiz  Minutes

**Additional Information**

Instructor Phone Number \*:

Note: Please provide us with a phone number to contact during exam.

Additional Note:

**Submit Alternative Testing Agreement**

“Additional Information” section: Faculty list any requirements or conditions for their exams. For example: students are not allowed to use calculator, please allow scratch paper, only basic calculator allowed, etc.

**Please Note: Students cannot schedule exams in the Testing Center until faculty complete this form.**