New Process for Accommodated Exams for Faculty

We are using a new database called A11y to manage alternative testing accommodations at the A11y Testing Center. Faculty will need to complete an Alternative Testing Contract at the start of each term for each course (and section) for which SAS students are requesting to use their approved testing-related accommodations. You need fill out only one contract per course section each term. It will apply to all accommodated students in that course section.

Please see more detailed information below.

Click on the Alternative Testing Contract at the bottom of your Notification Letter

When you receive a Faculty Notification Letter alerting you that a student in your class wishes to utilize their testing-related accommodations, click on the link at the bottom of the letter labeled ‘Alternative Testing Contract’.

Note: The link provided in the letter is specific to the class and section that the student is requesting to use accommodations in. Please be sure you are using the correct link for the class you wish to complete a contract for.

Log into the A11y Faculty Portal

You will be prompted to log into the A11y Faculty Portal to complete the process using your Dartmouth credentials. You will then be asked a few guiding questions to determine your next steps.

Does your class have no exams?

You do not need to complete the contract, but you do need to click on the button that reads “Confirm to Administer My Own Exams”. It lets us know you do not need assistance from the testing center and prevents your students from scheduling exams with us. You will receive an email from the A11y Testing Center confirming the choice you made.

Do you have exams but choose to administer the exams to your accommodated students without the aid of the A11y Testing Center?

You do not need to complete the contract, but you do need to click on the button that reads “Confirm to Administer My Own Exams” It lets us know you do not need assistance from the testing center and also prevents your students from scheduling exams with us. You will receive an email from the A11y Testing Center confirming the choice you made.
**Did** you choose ‘Confirm to Administer My Own Exams’ by mistake and wish to fill out an Alternative Testing Contract?  please email the testing.center@dartmouth.edu

**Completing the Alternative Testing Contract**

If your class does have exams and you would like to allow your accommodated students to be able to schedule exams at the A11y Testing Center, you will need to complete the contract.  In the A11y Faculty Portal, scroll down the page to see some brief questions regarding your exams.  The information allows us to know what is allowed for your students while they take exams at the testing center.  They are shown in the screenshots below.

**Alternative Testing Contract**

1.  **If there is a scheduling conflict for a student, would you approve the student to take the exam at a different time than the rest of the class?**
   - Yes (Specify Below) (Specify Below)
   - No
   - Other (Specify Below) (Specify Below)

   **Additional Note or Comment**

2.  **Check all aids students are allowed to use during the exam.**
    - ☐ Graphing Calculator
    - ☐ NON-Graphing Calculator (Scientific) Calculator
    - ☐ Basic Calculator
    - ☐ Notes (8.5"x11") single-sided
    - ☐ Notes (8.5"x11") double-sided
    - ☐ Open Book (specify below) (Specify Below)
    - ☐ Other (specify below) (Specify Below)

   **Additional Note or Comment**

3.  **Please provide the best option (cell phone, office phone, email) to reach the Professor/TA during the exam in the event that a question arises.**

   [Blank space provided for contact information]

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When you are done, click submit. Your contract will be received by the A11y Testing Center and you will receive communication from us on how to deliver your exam copies to us.

To learn more about the faculty process, please visit:

Testing Accommodation Information for Faculty

To learn more about how students will schedule exams at the testing center, please visit:

Testing Accommodation Information for Students