

# **SdRC Online Portal**

## ***Faculty Guide***

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Student disAbility Resource Center  
California State University, Dominguez Hills

# The Student disAbility Resource Center has transitioned to online services!

- **Why?**
    - Because we want to help facilitate a smoother accommodation process for both faculty and students, while at the same time going 'green.'
    - No more forms! All requests, testing agreements and exams will be submitted online.
  - **How will it work for students?**
    - Students will request all accommodations/exams online.
  - **How it will work for Faculty/Instructors.**
    - A 3-step process detailed in this guide.
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# 3 steps- Notification and Test Accommodations

1

## NOTIFICATION OF ACCOMMODATIONS

SdRC will email a Faculty Notification of Accommodations to the Instructor approximately one week before classes start. This notification includes link to the Test Alternative Agreement.

2

## TEST ALTERNATIVE AGREEMENT

Instructor determines if they will directly provide the test accommodation or if SdRC proctoring services are needed.

If taking at SdRC, Instructor **MUST** complete the Test Alternative Agreement

3

## EXAM MATERIALS SUBMISSION

Student schedules each exam using SdRC Online Services. The Instructor receives an email indicating the date/time of the exam.

This email will include a link to upload the exam; email exam to SdRC or Instructor can opt to deliver it to SdRC personally.

# Notification of Accommodations- Part [1/2]

The week before classes start, SdRC will email you a Faculty Notification of Accommodations.

This notification will list all of the approved accommodations the student requested to use in your class.

Summer 2015 - IBM 301.E01 - PRINCIPLES OF MARKETING MANAGEMENT (CRN: 52794)

██████████ is registered with the Disability Resource Center and has been approved for the accommodations listed below.

An accommodation is a modification to the environment or the way an essential function is performed in order to allow an otherwise qualified person with a disability equitable access to course content and activities. The accommodation should not fundamentally alter or lower the academic standards of the course. Please contact our office if you have any questions or concerns.

## Approved Accommodations:

### 1. Test Accommodations

- **Environment: (LDF) Small Group**  
Quiet room with minimal visual or auditory distractions.
- **Extended Time: 1.5x**  
50% more time than allowed for the class for all exams and quizzes.

### Test Administration Agreement

Before the student is able to request to take an exam in the DRC, the Instructor is required to complete the Test Administration Agreement by using the following link: <https://cascade.accessiblelearning.com/PPP/ContractInstructor.aspx?ID=396&CID=80439&Key=w7KnR71x>. This will enable DRC to administer the exam per the Instructor's specifications.

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

Thank You,

## Notification of Accommodations- Part [2/2]

- **Environment: (LDF) Small Group**  
Quiet room with minimal visual or auditory distractions.
- **Extended Time: 1.5x**  
50% more time than allowed for the class for all exams and quizzes.

### Test Administration Agreement

Before the student is able to request to take an exam in the DRC, the Instructor is required to complete the Test Administration Agreement by using the following link: [https://cascade.accessiblelearning.com/\\_CPP/ContractInstructor.aspx?ID=396&CID=80439&Key=w7KnR71x](https://cascade.accessiblelearning.com/_CPP/ContractInstructor.aspx?ID=396&CID=80439&Key=w7KnR71x). This will enable DRC to administer the exam per the Instructor's specifications.

**If the student requested to use their test accommodations, the notification will include a Testing Agreement link.**

**BEFORE the student is able to schedule any exam, the instructor MUST complete this Agreement.**

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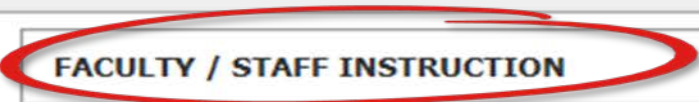
# Test Alternative Agreement- Part [1/3]

Please review the Faculty/Staff Instruction section.

If you do not want to use SdRC proctoring services, please let us know by checking the box, 'I Will Proctor My Own Exam'.

If student will be taking at SdRC, provide the information requested.

| ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR  |   |
|--|---|
| Class: AMM 301.E01 - Apparel Product Analysis (CRN: 53355)   |   |
| <b>ALTERNATIVE TESTING AGREEMENT DESCRIPTION</b>   | <b>FACULTY / STAFF INSTRUCTION</b>  |
| Type: <b>Test Administration Agreement-F15</b><br>The Test Administration Agreement is used by DRC when administering an exam on behalf of the Instructor.   | <p>If you prefer DRC to administer the exams on your behalf, please complete the information below. Once completed, the student will be able to schedule their exams with our office.</p> <p>If you would prefer to administer the exam and provide the accommodations personally, you are not required to complete this agreement.</p> <p>If you have multiple students enrolled in this class and would like DRC to apply this contract to other students, please contact DRC Testing Services.</p> |
| If you have decided to administer the exam and provide the DRC student's test accommodations personally, you do not need to complete this Test Administration Agreement. The student will work with you directly to coordinate the arrangements. |   |
| <input type="checkbox"/> I Will Proctor My Own Exams <input type="button" value="Confirm"/>  |   |



# Test Alternative Agreement- Part [2/3]

**IMPORTANT!** Please indicate if your answers to the following questions apply to all exams during the semester. Or, if you will provide specific details when submitting each exam.

- Apply to all exams (quizzes, exams, Final)
- Professor to email specific details when submitting exam materials (Select N/A for remaining questions in additional note or comment)
- Other (Specify below)
- SdRC Completed- Professor to provide details

**ALTERNATE TEST DATE:** If the student must take the exam at a different time than the class because their extended time would overlap into another class or due to our operating hours, when would you like the student to schedule their exams:

- One day before
- One day after
- Same day- Any time
- N/A
- Other (Specify below)
- SdRC Completed- Professor to provide details

**EXAM DELIVERY-** How will you provide us with the exam?

- Upload to SdRC Online Services (link provided in future correspondence)
- Email exam to SdRC- dss@csudh.edu
- Instructor will deliver to SdRC Office- Welch Hall D 180
- SdRC will pick up exam from department- Please specify department and building/room below:
- N/A

# Test Alternative Agreement- Part [3/3]

Once you've answered the questions, click on 'Submit Alternative Testing Agreement'.

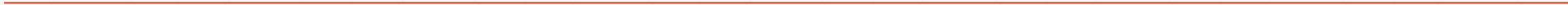
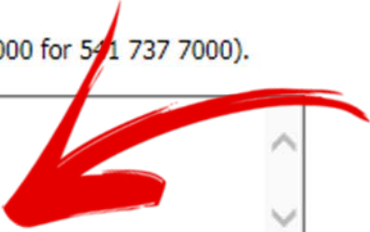
Contact SdRC if you need to make changes to the Agreement.

**Additional Information**

Instructor Phone Number\*:   
Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

**Submit Alternative Testing Agreement**





# Test Alternative Agreement



My Dashboard   Unified Blogs   Staff Access   Website Control

Home >> Alternative Testing - Alternative Testing Contract by Instructor

ALTERNATIVE TESTING - ALTERNATIVE TESTING CONTRACT BY INSTRUCTOR

**ALTERNATIVE TESTING CONTRACT SUBMITTED**

Thank you for submitting the alternative testing contract.

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

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

**Student disAbility Resource Center**  
1000 E. Victoria St.  
Carson, CA 90747  
Phone: (310) 243-3660 (Voice)  
Email: [dss@csudh.edu](mailto:dss@csudh.edu)

**Questions? Contact Us!**  
Please contact our office if you have any questions regarding Alternative Testing request.

**Student disAbility Resource Center**  
1000 E. Victoria St.  
Carson, CA 90747  
Phone: (310) 243-3660 (Voice)  
Email: [dss@csudh.edu](mailto:dss@csudh.edu)

Home  
> Online Services Home  
> Unlocking My Account

**Logout**

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

**Log Out from UA NetID**

**NOTE:**  
One alternative agreement per class.

# Exam Materials Submission

This email serves to inform you that the DRC student listed below has submitted a Test Request. DRC will administer the exam per the instructions you've provided on the Test Administration Agreement. Please contact our office if you would like to make any changes to the agreement.

Student: Tweedle Dee

Class: ACC 208.E01 - Managerial Accounting for Decision Making

Exam Type: Exam

Date: Monday, August 31, 2015

Time: 11:00 AM

Accommodation Requested:

- Alternate Format: Dragon Dictate
- Calculator (4-Function)
- Extended Time: 1.5x-Math Related
- Extended Time: 2x-Quizzes



If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam:

<https://cascade.accessiblelearning.com/s-CPP/ExamFile.aspx?ID=E35608085926960&Key=bkHKy0rA>

The Instructor will receive an email when the student submits an exam request. Another email will be sent out within 48 hours before scheduled exam for upload link.

This email will include a link to upload the exam to SdRC Online Services.

Or, Instructors can opt to hand-deliver the exam to SdRC or email to [dss@csudh.edu](mailto:dss@csudh.edu).

## Upcoming tutorials and trainings:

- Request appointment via email ([dss@csudh.edu](mailto:dss@csudh.edu)) or call office 310-243-3660

## COMING UP NEXT:

- Online Video Tutorials and documents are [here!](#)
- Check CSUDH email and our SdRC website for updates!

**Questions?**  
**Let us know how we can  
help!**

**dss@csudh.edu**  
**(310)243-3660**

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