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.
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.
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.

Notification of Accommodations - Part [1/2]

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

[Name] 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/CPP/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,
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.
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.
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)
- [x] 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@csuch.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
Once you’ve answered the questions, click on ‘Submit Alternative Testing Agreement’.

Contact SdRC if you need to make changes to the Agreement.
NOTE:
One alternative agreement per class.

Test Alternative Agreement
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.

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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
Upcoming tutorials and trainings:

- Request appointment via email (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