

Dear Professor,

As you may have noticed, our office has changed our procedures for students who require disability accommodations. Instead of receiving a paper letter or an email with an attached letter directly from the student, you are now receiving an email Notification of ADA-authorized Accommodations. In this email you will see all of the accommodations that the student is eligible for. In at least one student's case, they are eligible for alternative testing accommodations. To complete this eligibility request, professors need to submit a testing contract letting our office know how long your exams are and what the student is allowed to bring in with them to the exam. It is only after you have completed this contract that the student will be able to request to schedule their exam. You will no longer have to complete the test proctoring request form that we have used in the past.

Please complete this contract as soon as possible. I am providing detailed instructions on how to do so below. Please note that regardless of how many students in your course are eligible for alternative testing accommodations, you will only have to complete one contract per each course section. In addition, you should fill this contract out even if you plan to proctor exams yourself so that we have an accurate record of how the student is receiving this accommodation and so that you will no longer receive these reminder emails requesting that you complete the process.

If you have any questions or concerns please feel free to email me or call me at 410-516-3838.

Sincerely,

Cristina Finan
Assistant Director of Student Disability Services

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The Johns Hopkins University 3400 N. Charles Street Baltimore, MD
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Phone: (410) 516-3838

Fax: (443) 529-1543

<http://www.jhu.edu/academic-assistance/>

<http://web.jhu.edu/disabilities/>

Alternative Testing Contract Instructions

1) In the original Notification of ADA-authorized Accommodations email there is a red box with a link to the contract for that specific course section. Please click on the link to access the contract:

PLEASE COMPLETE: Alternative Testing Contract

Student is eligible for Alternative Testing services, please fill out alternative testing contract for the student by using the following link: <https://andes.accessiblelearning.com/JHU/ContractInstructor.aspx?ID=10748&CID=77197&Key=0sRDhx5e>. If you have filled a similar alternative testing contract for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

2) Once you have accessed the contract you can choose between two options “I Will Proctor My Own Exams” and “I will use the SDS Office to proctor my exams”. Please select the appropriate choice and then click on the button labeled “Continue to Fill Contract”.

IMPORTANT - PLEASE READ

If you have filled a similar alternative testing contract for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

Alternative Testing Contract Type

- I Will Proctor My Own Exams (Read More)**
- I will use the SDS Office to proctor my exams (Read More)**

Continue to Fill Contract

3A) If you selected “I will proctor my own exams” you will see the screen below and you will only need to provide us with a contact number before clicking on the button labeled “Submit Alternative Testing Contract”. Once you have clicked that button you will have completed the process and the accommodation will be correctly tracked for that course section for all eligible students.

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **I Will Proctor My Own Exams**

This testing contract can be used when you as an instructor will proctor your own exams.

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Submit Alternative Testing Contract

3B) If you selected “I will use the SDS Office to proctor my exams” you will see the screen below and you will have to answer three questions asking about allowable materials during exams, additional accommodations that you may need, and the use of a calculator. You will then need to tell us the length of exams, quizzes, and the final. Finally, you will need to provide contact information for our office to use during an exam incase a student has questions about the exam. There is space provided to write any additional notes about your class testing such as variable times for exams or any other information you think we should have. Once you click on the button “Submit alternative testing contract” you will have completed the process and the eligible students in that course section will be able to submit exam scheduling requests.

ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **I will use the SDS Office to proctor my exams**

Thank you for completing this contract with our office. We have setup the system so that you only need to fill out one contract for each class, regardless of how many requests you receive. All of the exam information will be copied over and all of your students will be set to request exam scheduling. You will no longer need to submit test proctoring requests as this system now has the student do all the scheduling. We will send you notification when a student has scheduled an exam with us along with instructions on how to upload the exam. You will also have the opportunity to confirm what you will allow the student to access during the exam.

FACULTY / STAFF INSTRUCTION

Please complete the following contract once per course section that you are instructing.

Alternative Testing Contract**1. Please select allowable materials for test:**

- Notes
- Binder
- Smartphone

Additional Note or Comment

2. Please describe any additional accommodations that you may need:

3. Is the student allowed to use a calculator?

- Yes (Specify Below)
- No

Additional Note or Comment

Exam Type(s)

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

Final Minutes
 Midterm Minutes
 Quiz Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Submit Alternative Testing Contract