

**ALTERNATIVE TEST ADMINISTRATION  
INFORMATION FOR FACULTY**

From time to time a student in your class may need to arrange alternative methods of taking course examinations because of a physical or perceptual impairment. Most students with disabilities can take their course examinations in the usual manner. In fact, we would encourage you to consider a student with a disability just like any other student in your course and, therefore, capable of taking exams along with everyone else.

However, there are some students who would be at a competitive disadvantage if required to take tests under regular classroom conditions. For example, a student with a visual impairment or a student with a learning disability may need to have his/her exam put on tape, make responses on tape and have the answers scribed onto an Optical Mark Recognition (OMR) sheet. Another student may prefer to put the exam on a V-tek machine that magnifies the words. A student with a disability which limits the hands, like lupus or someone with quadriplegia, may be more comfortable dictating their answers to a scribe or to a voice recognition computer. Some of these situations require alternative testing procedures.

**ELIGIBILITY**

Students who request alternative testing should be registered with Educational Accessibility Services (EAS). A professional staff person of the EAS will assess the individual student's needs and recommend appropriate alternative testing arrangements. The determination is based on documentation filed in the EAS. The EAS staff reviews factors that include whether the disability would impede test performance or would place the student at a competitive disadvantage if tested under regular classroom conditions.

Alternative testing is an **option**. It is available to those whose disability affects performance on tests. **Not everyone** who is registered with EAS is eligible for alternative testing arrangements.

**Reminder: Do not presume that a student with a disability will need alternative testing arrangements. The EAS professionals will make that decision.**

## **EXTENDED TIME**

Not every student with a disability is given extended time. The decision for this accommodation is made by the professional staff of the EAS after a review of the individual's disability and documentation. Extended time is permitted if, and only if, the student would be disadvantaged taking an exam in a limited time span. There are two forms of extended test time for exams given to students.

The first form of extended time is **unlimited time**. There are a few identified WSU students who have a disability which manifests itself in memory deficits or extreme pain. They are registered with the Educational Accessibility Services (EAS) office. These are the only students for whom we recommend the use of **unlimited time** for tests.

The second, and most common, form of extended time is **double time**. Students with disabilities who use alternative testing are allowed a **maximum of twice the amount of time** given to the rest of the class. The majority of students who are permitted extended test time will have no trouble finishing an exam under these circumstances.

**Extended time, whether unlimited or double, is a type of accommodation that an individual department or instructor should provide. If an individual instructor is unable to make these arrangements, the EAS office staff will provide extended time for testing in 1600 U.G.L. The student must make a request for this with EAS at least one week before the test date.**

**In order to comply with the Wayne State University's "Final Exam" week policy, all finals must be completed during the WSU's final exam week. This is done in order so that the professors can get your grades completed in a timely manner. NO EXCEPTIONS.**

## **SCRIBES/READERS**

A **scribe** is a person who writes or types for a student who is unable to write because of a disability. A **reader** is a person who reads the written word either in real time or on an audio tape for a student who is unable to do so. The scribe and/or reader **does not** take an active role in the testing situation. The test should be read or scribed, nothing more. No explanation of terms or rephrasing is permitted. The scribe or reader is never to make a comment regarding the test or give any other input.

If testing is done by the instructor or department, a reader or scribe should meet certain requirements. **Do not** allow another student in the course, a relative, a friend of the student, a note taker, or other person who would have an impact on the test results to scribe or read an exam. If the student is provided a reader or scribe, extended time is recommended. If an individual instructor is unable to make these arrangements, the EAS office staff will provide readers or scribes for testing in 1600 David Adamany Undergraduate Library (UGL). The student must make a request for a scribe or reader with the EAS at least one week in advance of the test date.

## **TECHNOLOGY**

Often a student with a disability requires assistive technology to complete an exam. The EAS office has study/testing rooms that contain adaptive equipment such as talking calculators, V-tek print magnifiers, tape recorders, computers with adaptive hardware and software and typewriters. The student will be allowed extended time when using assistive technology. The student must request the use of any technology with the EAS at least one week in advance of the test date.

## **TEST PERMIT FORM**

Attached you will find a Test Permit. This form is to be used for scheduling an exam to be administered in the EAS office. The student will get the permit from the EAS and will ask you to fill out this form before each test. You should keep a copy of the permit for your files to remind you to deliver the test. The student will then bring the form to the EAS office to schedule a date, time, room, equipment, or other accommodation. It is the student's responsibility to bring the permit to the EAS office at least 48 hours prior to the exam.

It is imperative that you fill in when the exam is being given and how long the class will have for the exam. The staff of the EAS will make every effort to administer the exam during the regularly scheduled time. You will be contacted in the event the exam cannot be scheduled during class time. If your class exam is given after 4:00 PM, for example, you may want to contact the EAS directly to make arrangements. This action is felt necessary to insure the security of your tests and to control the possible exchange of test information from student to student.

Evening, Saturday and Off Campus classes tend to present problems, due to EAS' office hours. EAS encourages faculty to administer these exams within their departments, allowing student/s their alternative testing accommodations. While this is not always possible, EAS will administer these exams at the EAS during regular office hours. Arrangements must be made between the student and the faculty member. EAS must be informed and in possession of the test permit at least 48 hours prior to the date of the exam.

Due to limited amount of space and/or required technical equipment, software programs, readers/scribes, time frame, etc., exams may also be rescheduled to a different time or date within the EAS office.

## **INSTRUCTION SHEET**

An Instruction Sheet is also attached. This form is to be used to administer an exam in the EAS. You must fill out this sheet completely, sign it, and attach it to the front of the test. Please list all directions to be followed, such as whether books are to be used, a graph will accompany the test, etc. You should keep a copy for your records. Because the EAS staff will convey the directions to the student who is testing, it is important that we have a clear statement of what is expected in the testing situation. The Instruction Sheet must be attached to the test. EAS staff will be unable to administer the test without it. It is important that the student not be given the Instruction Sheet. If we do not have written directions from you, we will not administer the exam until we have contacted you directly.

## **MONITORING EXAMS**

The EAS staff will be responsible for monitoring all exams given in the EAS. The student tests in a private room with a camera.

## **DELIVERY OF EXAMS**

You are asked to deliver the exam and signed instruction sheet to the Educational Accessibility Services office in **Room 1600 David Adamany Undergraduate Library (U.G.L.) or FAX it to our office at 313-577-4898.** It should be delivered in a sealed envelope. You may have your departmental staff deliver it. **Do not have a student deliver the exam.** Avoid the Interdepartmental Mail as the exam can either get lost, misdirected, delivered late, or lose confidentiality. We will not be responsible for tests which are lost as a result of using Interdepartmental Mail. **You may also send the exam via e-mail as an attachment to [fmarlowe@wayne.edu](mailto:fmarlowe@wayne.edu) and cc: to [jdeprie@wayne.edu](mailto:jdeprie@wayne.edu).**

***If you make changes subsequent to completing the Test Permit, the Instruction Sheet, or delivery of the exam, be sure to convey those changes/additions to EAS staff. If you make corrections or interpretations during the exam, please remember that the student using alternative testing needs that same information.***

## **EXAMINATION RECEIPT**

When the student has completed the exam, an EAS staff member will deliver it to your department in a sealed envelope. The exam will be given to your departmental secretary. The EAS office will make every effort to deliver the exam on the day it is completed. If the exam is completed after 4:00 PM, the exam will be delivered the next day.

In addition to the completed exam, you will receive an “EAS Alternative Testing Proctor Report”. The report is for you to review to see if a situation arose and can be used by you to address it with the student.

The person in the department who takes delivery of the exam will be asked to sign an **Examination Receipt**. The time and date of the exam as well as the accommodations will be listed. You should keep a copy of this form. The original signed receipt will be kept on file in the EAS.

## **NO SHOWS**

An exam that has not been taken by a student will be destroyed or returned to you after one week. The student will be responsible to reschedule with you and complete all the necessary forms.

## **STUDENT VIOLATIONS**

The student with a disability has a right to reasonable accommodations. However, along with rights come certain responsibilities. The EAS staff person who monitors the exam will read a statement to the student prior to testing. The student is requested to follow standard testing procedures such as not leaving the testing room during the test and not taking personal belongings into the testing room. Caps or hats are not allowed to be worn during the examination. All classroom expectations will be enforced in the EAS office. Cell phones must be turned off, students are not allowed the useage of them during their examinations. If the student chooses not to follow these procedures and is found to be in violation of them (i.e., cheating), the EAS staff will file an Irregularity Report with the EAS supervisor. The supervisor will forward it through the proper channels to begin procedures for filing a violation of the University Student Code of Conduct. You will be contacted regarding the irregularity. **The student may have his/her right to use EAS services suspended until the matter is resolved.**

Whatever test procedure is adopted, it is important that it measures the student's knowledge of the course content and not the disability. If you are unsure of the student's status or need clarification on individual accommodations provided through your department or through the EAS, call the EAS at 577-1851 (voice) or 577-3365 (TTY). **Do not make an accommodation without first contacting the EAS.** The professional staff of the EAS will determine the appropriate accommodations. Please feel free to refer any student who you think might benefit from the resources of the EAS.

5155 Gullen Mall / 1600 U.G.L.  
(313) 577-1851 (Voice)  
(313) 577-3365 (TTY)  
(313) 577-4898 (FAX)

[www.eas.wayne.edu](http://www.eas.wayne.edu)  
[eas@wayne.edu](mailto:eas@wayne.edu)

**Alternative formats are available upon request.**

### **Educational Accessibility Services Staff**

**Jane DePriester-Morandini, Learning Specialist – [jdeprie@wayne.edu](mailto:jdeprie@wayne.edu)**

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