



## **Hudson Valley Community College**

Division of Student Services

### **Center for Access and Assistive Technology (CAAT)**

Campus Center, Room 130

Office: (518) 629-7154 Fax: (518) 629-4831 TDD: (518) 629-7596

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# OVERVIEW OF TESTING ACCOMMODATION PROCESS FOR STUDENTS AND INSTRUCTORS

**1. Student** must self-identify at the Center for Access and Assistive Technology for all medical, physical, psychological and learning diagnoses. The CAAT is located in the Campus Center, room 130.

**2. Student** submits all relevant documentation to the CAAT and completes Registration and Release Authorization forms. Students then schedule an intake meeting with a CAAT staff member to discuss needed accommodations.

**3. Student** meets with a CAAT staff for an intake meeting. At this time, accommodation forms based on the submitted documentation are completed. The student must renew accommodation forms each semester.

**5. Student** meets with the CAAT's Coordinator of Testing to review and sign a Testing Policies Contract.

**6. Student** should schedule a time to meet with each instructor to discuss and submit his or her accommodation forms. Students cannot test in the CAAT unless they have given an accommodation form to their instructor.

**7. Student** should make a reservation with the CAAT when wanting to test with academic accommodations. It is the student's responsibility to reserve a seat for testing in the CAAT at least 48 hours prior to the test date. Digital reservations are preferred and can be made at this address:

<https://www.hvcc.edu/caat/exam-proctor-request.html>

Once a request is submitted, the professor will receive an encrypted link to upload the test to the CAAT. Proctor checklists are not required for digital test submissions.

**Instructors** should be familiar with the Policies and Guidelines for Alternative Testing for students with disabilities. **The HVCC Academic Senate approved this testing process.** Included in this booklet is a copy of the Testing Policy that students are required to review and sign prior to testing.

**Instructors** should discuss with students how the student's disability affects them in an academic setting. If the instructor is not able to provide the accommodations, then utilizing the CAAT office should be encouraged.

**Instructors** are required to submit assessments to the CAAT and complete the Proctor Checklist Form for each student requiring testing accommodations.

**Instructors** are responsible for the return of their assessments and can choose between having the student deliver the exam to a pre-determined location or arranging for the pick up by an office designee. ***Tests are never sent to the CAAT or returned through interoffice mail.***

If instructors have questions or require assistance regarding issues concerning accommodations, please contact the CAAT at (518) 629-7154.

Note: If instructors give "pop quizzes," please notify the CAAT Coordinator of Testing and make the necessary arrangements at (518) 629-7552.

**Thank you in advance for your continued support and cooperation.**

## GUIDELINES FOR ALTERNATIVE TESTING SERVICES

The Americans with Disabilities Act (ADA) reinforced and extended the standards for compliance set forth in Section 504 of the Rehabilitation Act of 1973. The effect of this legislation on higher education is far reaching. Appropriate accommodations in policies, practices and procedures are necessary to avoid discrimination on the basis of disability. In order to comply with the mandate of Section 504, it is necessary to provide alternative testing arrangements to students whose disability may impair their ability to take examinations in traditional formats. It is the purpose of alternative testing to measure actual achievement rather than the measurement of a student's disability. Alternative testing arrangements might include extended time (up to double time) use of Assistive Technology (i.e. computer, Kurzweil, Jaws, Optilec), the use of a reader or scribe, oral exams, enlarged printing, or an exam converted into other accessible formats. The needs for each student vary and accommodations are determined after reviewing current professional documentation of the individual's diagnosis.

All students must be evaluated according to Hudson Valley's established academic standards, and students with disabilities are no exception. It will sometimes be necessary, however, to make special provisions to ensure those students with specific disability-related limitations have the opportunity to participate on an equal basis with their class colleagues. Testing accommodations are provided when there is a disability-related need for them. Faculty is not expected to alter their standards for evaluation.

The Center for Access and Assistive Technology (CAAT) provides an alternative testing service, in compliance with ADA standards, to students who have disabilities. Eligibility for this service is determined by the CAAT staff, and is based on the current professional documentation provided by the student and course requirements.

The student must self-identify to the CAAT staff that he/she has a disability and is seeking accommodations.

- 1) Students who choose to use the alternative testing services in the Center for Access and Assistive Technology need to meet with a CAAT staff member to determine the appropriate accommodation(s). The Center for Access and Assistive Technology is located in the Campus Center room 130. **The CAAT staff encourages students to complete this step at the beginning of each semester.**
- 2) All students choosing to use the alternative testing services must meet with a member of the CAAT staff for an orientation on how to sign up for tests throughout the semester. This is a requirement of each student.
- 3) Students are responsible for meeting with instructors to discuss alternative testing arrangements. At this time the student should present their accommodations letter from the CAAT, which verifies the need for alternative testing arrangements.

- 4) It is important to note that it is the student's decision whether or not he/she chooses to utilize testing accommodations and to self-identify during the semester. Testing accommodations are not retroactive. The process should be completed each semester.
- 5) The student and the instructor must determine the date and time of the exam.
- 6) Students are responsible for signing up at 48 hours prior to each exam. The Center for Access and Assistive Technology does not guarantee the provisions of service for late requests due to the difficulty in making arrangements for proctors.
- 7) Students are responsible for reminding the instructor that he/she will be taking the test at the Center for Access and Assistive Technology.
- 8) Instructors are responsible for completing the Proctor Exam Checklist Form for each exam dropped off. The Proctor Exam Checklist must clarify special test conditions such as open book, open notes, calculators allowed etc. If the Proctor Checklist is not completed, the test will not be released to the student.
- 9) Instructors should ensure that the exams arrive at least one day before the scheduled time of the exam (note: if an exam needs to be put onto an alternative format, it should be delivered no later than one week before the scheduled time.) Cooperation regarding flexibility of scheduling exams is very important. Due to minimal staffing, CAAT staff cannot pick up or deliver exams to professors or academic departments. Failure to submit exams in a timely manner may negatively affect the testing process.
- 10) Students are expected to arrive five to ten minutes early to take their exams. If Students arrive more than fifteen minutes late, they will only be allowed to take the exam if space is available. Students will not be given extra time if they arrive late. In the event that services cannot be provided, the student is responsible for making alternative arrangements with the professor.

**STUDENTS ARE EXPECTED TO UNDERSTAND AND FOLLOW THE ABOVE GUIDELINES. IF GUIDELINES ARE NOT FOLLOWED, THE CAAT CANNOT GUARANTEE THE PROVISION OF SERVICE. THE CAAT ALSO RESERVES THE RIGHT TO TERMINATE TESTING PRIVILEGES AFTER ONE INCIDENT OF NON-COMPLIANCE WITH THE GUIDELINES. STUDENTS ARE EXPECTED TO UPHOLD THE INTEGRITY OF THE EXAMINATION PROCESS AND ARE SUBJECT TO DISCIPLINARY ACTION FOR ACADEMIC MISCONDUCT.**

**\*Exams may be taken Monday - Thursday, 8a.m. - 6p.m., and Friday 8a.m. - 5p.m. Summer hours are Monday - Friday 8 a.m. - 4 p.m. Exams must be completed within this period due to the availability of proctors. Appropriate testing accommodations will be available for weekend students by appointment.**

**Call (518) 629-7154 or TDD (518) 629-7596. As a result, students should be aware of the amount of time they will require to complete the exam.**

## Delivery of Exams to the CAAT

Exams are delivered to the CAAT in one of three ways; digitally via our online reservation system, emailed to [drctests@hvcc.edu](mailto:drctests@hvcc.edu) or dropped off in our office. **Digital deliveries through the reservation system is the preferred method.**

Faculty may deliver exams to the CAAT during operational hours of the center. All exams submitted to the CAAT must include a completed Proctor Checklist Form for each student taking the exam. The test or quiz, along with a Proctor Checklist Form for each student, should be submitted in an email and sent to: [drctests@hvcc.edu](mailto:drctests@hvcc.edu)

The Proctor Checklist Form can be found on the HVCC website - [www.hvcc.edu](http://www.hvcc.edu) , and accessed by clicking on the following:

- Faculty & Staff
- Forms/Documentation  
Under the heading Center for Access and Assistive Technology
- Exam Proctoring Checklist

**Please ensure tests and quizzes are delivered in a timely fashion. Tests and quizzes must be received at least one day prior to test administration. During the final week of the semester, the CAAT requires all tests, quizzes and exams to arrive one week prior to test administration. Failure to submit exams in a timely manner may negatively affect the testing process.**



# CENTER FOR ACCESS AND ASSISTIVE TECHNOLOGY EXAM PROCTORING CHECKLIST

Professors/Instructors are responsible for filling out the top half of checklist and returning the form to the Campus Center, Room 130  
Office: (518) 629-7154 TDD: (518) 629-7596 Fax: (518) 629-4831

Student Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Course Name, Number & Section \_\_\_\_\_

Special Instructions \_\_\_\_\_

Date & time the class is taking the exam \_\_\_\_\_

Amount of time class is given to take exam \_\_\_\_\_

Method of Exam Return: Instructor picks up \_\_\_\_\_ Student returns to: \_\_\_\_\_

Exam Received: \_\_\_\_\_  
*date/time*

Exam Returned: \_\_\_\_\_  
*date/time*

Date exam taken: \_\_\_\_\_

Time exam started: \_\_\_\_\_

CAAT staff initials: \_\_\_\_\_

Time exam completed: \_\_\_\_\_

CAAT staff initials: \_\_\_\_\_

Testing accommodations: WP [ ] EXT TIME 2X [ ] BRAILLE [ ] OPTELEC [ ] KURZWEIL 3000 [ ]  
CALCULATOR [ ] JAWS [ ] VOICE RECOG. [ ]

OTHER \_\_\_\_\_

\_\_\_\_\_ I have chosen **not** to utilize all my extended time for this test.

\_\_\_\_\_ I have chosen **not** to utilize my Kurzweil/Reading accommodation for this test.

\_\_\_\_\_ I have utilized my approved accommodations.

STUDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PROCTOR: \_\_\_\_\_

Revised 5/2017

# CENTER FOR ACCESS AND ASSISTIVE TECHNOLOGY (CAAT)

## Alternative Testing Policies and Procedures: Student Contract

1. No tests will be given before 8:00 a.m. Students may not change the testing times without speaking to the CAAT Staff, and receiving **prior permission from their instructor**.
2. Students may reserve a testing time in person, over the phone, via email or online at <https://www.hvcc.edu/caat/exam-proctor-request.html>. The CAAT will accommodate evening students and weekend students by arrangement.
3. Students must schedule an appointment to test with accommodations at least **48 hours in advance, (weekends do not count)**. If students do not give notice to the Center for Access and Assistive Technology, they may need to make alternative arrangements with their instructor. If students arrive without a prior scheduled appointment for an exam, the CAAT may not be able to accommodate them on that particular day due to short notice. **NOTE: Final exams are to be scheduled "One Month" in advance.**
4. Students should try to schedule testing accommodations to take place during the same time that the class will be taking the exam. Students should schedule tests during times when they have a block of free time. **It is not the policy of the CAAT to allow students to miss a class to take or complete a test.**
5. If an exam needs to be changed or cancelled, contact the Center for Access and Assistive technology as soon as possible. The student will be responsible for notifying the professor of the change or cancellation, and for rescheduling an alternative time to take the exam. The CAAT will try to accommodate these changes however, can not guarantee that the services can be provided in less than a week's notice.
6. If a student does not arrive for a scheduled test, it is the student's responsibility to reschedule the test. **The CAAT will not release the test on another date unless authorized by faculty.**
7. It is expected for students to **arrive on time** to take their exams. If a student arrives more than fifteen minutes late, they will only be allowed to take the exam if space is available, and the professor will be notified via proctor sheet.
8. Students are not allowed to bring book bags, totes, purses, backpacks, smartwatches or MP3 players into the testing room. **Absolutely no cell phones or electronic devices are permitted into the testing rooms.**
9. Students are not allowed to bring calculators, notes, or dictionaries into the testing room, unless specified by their teacher on the exam proctor checklist. **Absolutely no rephrasing of questions during testing is allowed.**
10. Once a student has started a test in the CAAT they must finish the test. The CAAT will not allow students to leave and then return at another time to finish the test, unless the CAAT receives written or verbal verification from the student's professor. If a student chooses to take a test in class, they must finish it in the class with the professor.

**\*Extra Time Accommodation: (2.0X)** \_\_\_\_\_

**STUDENTS ARE EXPECTED TO UNDERSTAND AND FOLLOW THE ABOVE GUIDELINES. IF GUIDELINES ARE NOT FOLLOWED, THE CAAT CANNOT GUARANTEE THE PROVISION OF TESTING SERVICES. THE CAAT ALSO RESERVES THE RIGHT TO TERMINATE TESTING PRIVILEGES AFTER ONE INCIDENT OF NONCOMPLIANCE WITH THE GUIDELINES. STUDENTS ARE EXPECTED TO UPHOLD THE INTEGRITY OF THE EXAMINATION PROCESS AND ARE SUBJECT TO DISCIPLINARY ACTION FOR ACADEMIC MISCONDUCT, AS OUTLINED IN THE HVCC CATALOG IN THE JUDICIAL SYSTEM SECTION.**

*\*The staff at the Center for Access and Assistive Technology has reviewed the policies and procedures for testing accommodations with me. I understand that this signed contract will be placed in my student file. I also understand, that prior to the accommodation of any course exam, this contract must be on file.*

H00-

@hvcc.edu

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student E-mail Address

\_\_\_\_\_  
PRINT Student Name

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
CAAT Staff Initials

\_\_\_\_\_  
Date

Phone: 518-629-7154 or 518-629-8105

Office Hours: Mon-Thurs. 8AM-7PM, Fri. 8-5

Register for tests at: <https://www.hvcc.edu/caat/exam-proctor-request.html>

Summer Hours: 8AM-4PM



**CENTER FOR ACCESS AND ASSISTIVE TECHNOLOGY**

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