

Alternative Testing Policies and Guidelines



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The State University
of New York

**CENTER FOR ACCESS AND
ASSISTIVE TECHNOLOGY**

Room 130 Siek Campus Center

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What is a disability?

Disability: Defined

Federal nondiscrimination laws define disability as a condition that can substantially impact a major life activity, such as your ability to:

- breathe
- hear
- learn
- perform manual tasks
- see
- speak
- take care of yourself
- walk
- work

It could include conditions like:

- attention deficit disorders (e.g., ADHD)
- autism spectrum disorder
- chronic medical conditions
- learning disabilities
- mental health disorders
- neurological disorders
- orthopedic conditions
- sensory conditions (hearing/vision)
- traumatic brain injury
- long COVID

Disability rights are also afforded to people with record of such condition(s), or who are presumed to have such a condition.

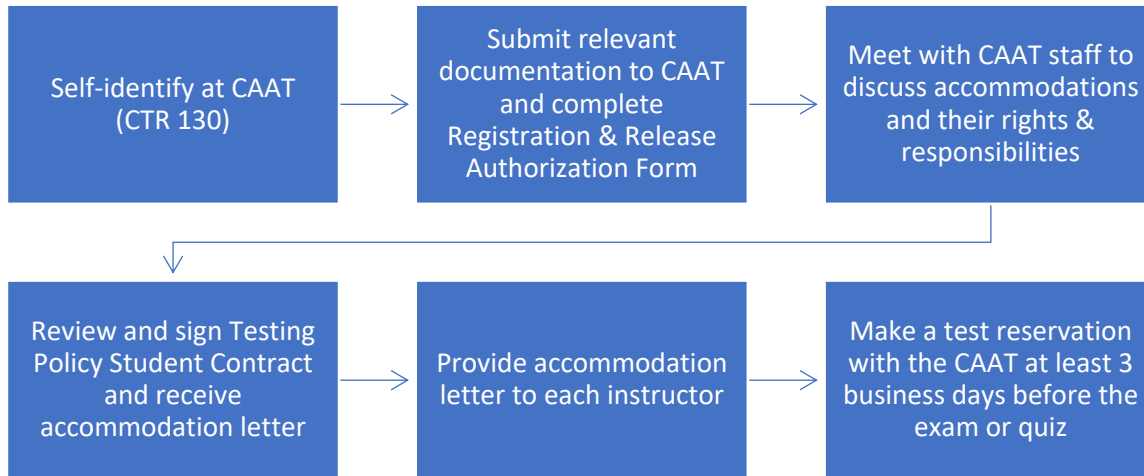
New York State Human Rights Law defines disability in a similar, but more broad manner than the ADA. Unlike federal law, **there is no requirement that the condition "substantially limit a major life activity."**

Applicable Laws

- The [Americans with Disabilities Act \(ADA\)](#) and its amendments
- [Section 504 of the Rehabilitation Act of 1973](#)
- [New York Human Rights Law](#)

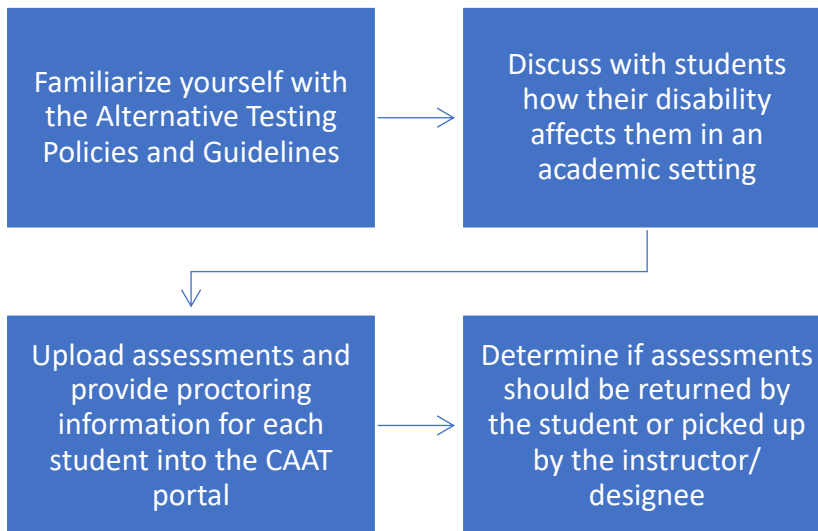
Snapshot of Testing Accommodation Process

Student Process



To access the [accessible version and detailed steps](#).

Instructor Process



To access the [accessible version and detailed steps](#).

Overview of Responsibilities for Students and Faculty

Student Responsibilities

- Must self-identify at the Center for Access and Assistive Technology for all medical, physical, psychological and learning disabilities.
- Submits all relevant documentation to the CAAT and completes the online Registration and Release Authorization forms.
- Meet with a CAAT staff to discuss accommodations and be informed of their rights and responsibilities in the accommodation process. Accommodations are determined based on the submitted documentation and student self-report.
- Review and sign the Testing Policies Student Contract. Students are not permitted to request testing accommodations until they have signed this contract.
- Should email or hand deliver their accommodation letter to each instructor. Students cannot test in the CAAT unless they have given an accommodation letter to their instructor.
- Should make a reservation with the CAAT to receive their testing accommodations.
 - It is the student's responsibility to reserve a seat for testing in the CAAT at least 3-business days prior to the test date. The CAAT operates using an Alternative Test Reservation System on the CAAT website. The CAAT reserves the right to disapprove a testing reservation with less than 3-business days' notice.
 - Once a request is submitted, the professor will receive a notification email with instructions on how to provide testing information to the CAAT.

Instructor Responsibilities

- Should be familiar with the Alternative Testing Protocols & Policy for students with disabilities.
 - The HVCC Academic Senate approved this testing process.
- Should discuss with students how their 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.
- Are required to upload assessments to the CAAT and provide comprehensive proctoring information for each student requiring testing accommodations.
- Determines between two methods of test return, having the student deliver the exam to a pre-determined location or arranging for the pickup by an office designee.
 - 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 at least 3 business days in advance via email at caat@hvcc.edu

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 impact 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.

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 concerns have the opportunity to participate on an equal basis with their classmates.

The student must self-identify to the CAAT staff that he/she has a disability and is seeking accommodations in order to be eligible for testing accommodations.

Testing accommodations are provided when there is a disability-related need for them. Faculty are not expected to alter their standards for evaluation.

Alternative testing arrangements might include extended time (double time or beyond based on the needs of the student) use of Assistive Technology (i.e. computer, Kurzweil, JAWS, ZoomText, Optelec, Readspeaker), 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 an intake meeting is conducted with CAAT staff.

The Center for Access and Assistive Technology (CAAT) provides an alternative testing service, in compliance with ADA standards, to students who have disabilities.

1. The CAAT staff encourages students to self-identify with faculty 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 sharing their accommodation letter with instructors to discuss either in person or via email alternative testing arrangements. The accommodations letter from the CAAT 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 may self-identify at any point during the semester. Testing accommodations are not retroactive.
5. The student and the instructor must determine the date and time of the exam.

6. Students are responsible for signing up at least three business days 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 arranging for testing space, remediation of tests and staffing.
7. Students will reserve a seat for testing using the Alternative Testing Reservation link on the CAAT website.
8. Once the student has completed the reservation request an auto-generated email is sent to the instructor informing them that the student has signed up to take a test with the CAAT.
9. Instructors are responsible for completing the Instructor Use Only section for each exam and utilizing the link provided in the email to upload their exam to the CAAT. Instructors are encouraged to contact CAAT staff with any questions or concerns regarding the student's request.
10. The Instructor Use Only section must specify special test conditions such as open book, open notes, calculators allowed, time class is given to complete the assessment, and how the exam is to be returned to the instructor. If the Instructor Use Only section is not completed, the test will not be released to the student.
11. Instructors should ensure that the exams are uploaded at least 2 days 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.
12. As a courtesy, our Alternative Test Reservation system will provide an email to faculty when students sign off that they are done with the test and have received their accommodations. The email will include information such as the start time and completion time of the test.
13. Students are expected to arrive five to ten minutes early to take their exams. If students are unable to make a scheduled test, they are required to connect with their faculty to work out an alternative test date.
 - a. Exams may be taken Monday-Thursday 8:00am-6:00pm, and Friday 8am-5pm. Summer hours are Monday-Friday 8:00am-4:00pm. Exams must be completed within this period due to the availability of proctors. Weekend tests should be proctored by faculty. Offsite HVCC locations should also be proctored by faculty unless other arrangements are made in consultation with the CAAT.

Questions and Tips for Remaining in Compliance

Q Should I provide a different test when a student tests in the CAAT?

A *Students who require extended time on examinations should be provided with the same examination as their classmates, unless it can be established that a make-up examination or exercise is of the same degree of difficulty, form, and scope as the examination or exercise provided to the students' classmates. A different examination should only be administered in situations where:*

- *The student requires a different form of test or examination as an academic adjustment, and this will not fundamentally alter the nature or purpose of the test or examination and/or*
- *A scheduling conflict precludes the possibility that the student can take the examination or test at the same time as other students in the class, and the instructor is concerned about test security.*

Q Can the CAAT interoffice my students completed test back to my office?

A *Unfortunately, we cannot return the test via the campus mail system as we cannot guarantee that the test will make it back to you.*

Q Can the CAAT scan and email my students completed test back to me?

A *No, at this time we cannot commit to offering that as a service. However, as we continue to develop our process that could be an option in the future.*

Q How should I handle a pop quiz?

A *If you are aware that you will be having a pop quiz please email caat@hvcc.edu with the names of students, date and time of the pop quiz. As a courtesy, please allow us a 3-business day notice so that we can add the students to the schedule and ensure we are ready to meet their needs. You should also plan to submit in that email any proctoring information that we should know about as well as method of quiz return.*

Q Am I allowed to proctor my own exams?

A *Yes, you are able to proctor your own exams. I would suggest that you consult with the CAAT staff prior to providing the exam, as we will discuss the environment you plan to test the student in as well as how you will achieve the administration of required accommodations. An example of an environment that would not be permitted is a faculty office where phones could ring, and visitors may be present.*

Helpful Faculty Screenshots

Faculty Email Notification

Once a student reserves a seat with the CAAT, the faculty receives an auto-generated email:

From: noreply@hvcc.edu <noreply@hvcc.edu>
Sent: Monday, September 30, 2024 1:33 PM
To: Stephen T Motto <s.motto@hvcc.edu>
Subject: [CAAT] Stephen Motto New Request for Proctoring Services (#81176405) - math 10/03/2024 Exam

Hello,

Stephen Motto has signed up to take a test in the CAAT office. Please review the details of the student's request below, including the date and time they are requesting to take the test.

Quick Request Details

Link to review request	View Request & Submit Exam Documents NOTE: Once you complete the form, be sure to scroll to the bottom of the form and select the "Next" button.
Student Name	Stephen Motto
Course	math
Class Exam Date	10/03/2024
Class Exam Date	10/03/2024
Class Exam Time	1 p.m.
Preferred Exam Date	
Preferred Exam Time	

If you have any questions please feel free to let us know.

Thank you,

Center for Access and Assistive Technology
TDD: (518) 629-7596
Email: drctests@hvcc.edu
Location: ~~Siek~~ Campus Center, Room 130

Student Confirmation Email

The student will receive an email as well:

From: noreply@hvcc.edu <noreply@hvcc.edu>

Sent: Monday, September 30, 2024 1:33 PM

To: Stephen T Motto <s.motto@hvcc.edu>

Subject: [CAAT] Request for Proctoring Services (#81176405) - 10/03/2024 math Exam

Your request for proctoring has been received and your instructor has been notified.
Please arrive to the CAAT at the date and time you indicated in your request.

[View your request.](#)

Note: If this request has been made with less than 3 business days notice, we may not be able to accommodate your request. Please be prepared to discuss alternative testing arrangements with your instructor and CAAT staff.

Center for Access and Assistive Technology

Phone: (518) 629-7154

TDD: (518) 629-7596

Location: Siek Campus Center, Room 130

Test Completion Notification

When the student signs off that they have finished the test and have received their accommodation, faculty will receive an email:

From: noreply@hvcc.edu <noreply@hvcc.edu>
Sent: Thursday, October 24, 2024 11:51 AM
To: Rachel Holland <r.holland@hvcc.edu>
Subject: [CAAT] Peanut Butter Completed Proctoring Services (#81915170) - This is not real 10/31/2024 Exam

Hello,

Peanut Butter has completed a test in the CAAT office.

Quick Request Details

Link to view request	View Request
Student Name	Peanut Butter
Course	This is not real
Date Exam Taken	10/24/2024
Time Exam Started	10:11
Time Exam Completed	4:42
Exam Received Date	10/21
Student Acknowledged	Peanut Butter

If you have any questions please feel free to let us know.

Thank you,

Center for Access and Assistive Technology
Phone: (518) 629-7154
TDD: (518) 629-7596
Email: drctests@hvcc.edu
Location: Siek Campus Center, Room 130

Contact Us

Center for Access and Assistive Technology
Siek Campus Center Room 130

Office: (518) 629-7154 | Email: Caat@hvcc.edu

Website: <https://www.hvcc.edu/student-services/disability-services/index.html>

Staff

DeAnne Martocci | Associate Dean/ADA Coordinator | Email: d.martocci@hvcc.edu

Ann Petersen | Associate Director | Email: a.petersen@hvcc.edu

Stephen Motto | Coordinator of Testing | Email: s.motto@hvcc.edu

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