

This process is to be used only by students who presented disability documentation; met with a DSS coordinator, signed a DSS contract, and registered for classes.

Alternative Testing Procedures

Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, colleges and universities must make certain that students with disabilities have equal access to educational programs. In some cases, alternative testing and evaluation methods are necessary to achieve equal access and protect against discrimination.

Some examples of testing accommodations include extended time, distraction-reduced environment, tape-recorded or orally-administered tests, scribe, calculator, computer, or enlarged print. The majority of students only need extended time and a distraction-reduced environment. Orally-administered tests are necessary for students who are blind or otherwise print disabled and for some who are physically disabled. **Under no circumstances is a student permitted unlimited time.**

A student may request that DSS send instructors a **Student Accommodation Notice** listing specific accommodations for which he or she is eligible. If a student requests alternative testing but his **Student Accommodation Notice** does not specifically list alternative testing as an accommodation, the instructor should call Disability Support Services to verify the validity of the request or ask the student to bring appropriate notification from DSS. **Not all students with disabilities qualify for alternative testing services.**

Procedures for Southern Wake Campus and Northern Wake Campus

Instructor	Student	Disability Support Services
<ul style="list-style-type: none"> * Sign Permit to Schedule for <u>student</u> to present to Disability Support Services (DSS) * Complete Test Instruction form and attach to test * Deposit test in the Disability Support Services lock box 	<ul style="list-style-type: none"> * Provide Test Instruction form for instructor (when test is announced) * Have instructor sign Permit to Schedule and return to you Present signed Permit to Schedule to DSS test scheduler and make testing appointment (no later than 48 hours in advance of the date of test, this does not include weekends.) * Take test 	<ul style="list-style-type: none"> * Collect test * Administer test * Return test

When a test date is announced, the student should (a) identify himself to the instructor and request alternative services, (b) provide the instructor with the **Test Instructions** form, and (c) have the instructor complete the instructor portion of the **Permit to Schedule**.

2. On **Southern Wake Campus** and **Northern Wake Campus**, the instructor deposits the test with the **Test Instructions** form in an Alternative Testing locked file box. Ask the department secretary or call DSS for the location of the box nearest you.

(On both campuses, please do not use inter-office mail.)

- Any special instructions such as permission to use notes, textbooks, etc., must be indicated by the instructor. The student will not be permitted exceptions.
- Accommodations may override faculty instructions such as the use of a calculator.



- Tests need to be made available to the DSS test scheduler as far in advance as possible to facilitate scheduling and to avoid student anxiety regarding the test's availability on the test date.
 - The instructor may provide the entire semester's exams at the start of the semester if he or she wishes. Special instructions should be included for each test. Changes can be made by calling the DSS test assistant on Southern Wake Campus or the DSS test assistant in NF 333 on the Northern Wake Campus.
3. **It is not appropriate for students, notetakers, or interpreters to deliver tests.**
 4. The student presents the **Permit to Schedule** form no later than 48 hours in advance of the date of test, this does not include weekends. The test is scheduled for the date stated on the form and as close to the regular class time as our space and testing schedule permits. Rescheduling will be done only with the instructor's permission. If the instructor changes the test date, please call or email the test scheduler or have the student submit a new, signed **Permit to Schedule**.
 5. The student takes the test in the Disability Support Services alternative testing room. A student who is late must finish the exam in the time remaining. All tests are proctored. If a student does not show up for a test, the student will not be allowed to reschedule the test without the instructor's permission.
 6. On **Southern Wake Campus**, completed tests are hand delivered to the division office by the DSS testing assistant.
On **Northern Wake Campus**, completed tests are hand delivered to the instructor's mailbox by the DSS testing assistant.
 7. Students who choose to take their tests in the classroom should not expect testing accommodations to be given in that setting.

The faculty is encouraged to visit Disability Support Services to see how the Alternative Testing Service is managed or call the director, testing assistant, or coordinators with any questions.

Procedures for Beltline Education Center

Alternative testing is available at the Beltline Education Center for Locator and TABE testing only. Any testing following the students' initial meeting should be provided by the Beltline Center staff. If special requirements such as reader, scribe and/or assistive technology are needed, DSS will continue to provide testing accommodations. Students who need to schedule testing can contact Ashley Bailey, DSS Coordinator, BLTC Room 104A at adbailey@waketech.edu or 919-334-1510.

Procedures for Perry Health Sciences Campus

The student should complete the Accommodation Request form online as soon as registered for classes. Advise instructors of intent to use the E-Learning Testing Center (ELTC). Testing with the accommodation of extended time is arranged and administered by the ELTC. The instructor will provide the testing center staff with the dates for your tests. The testing center staff will send an email to confirm the date and time for your test. All tests must be taken on the day required by the instructor. The ELTC, located in HS 428, is closed 12:00 pm – 1:00 pm, and can be reached by email at elarningtestingcenter@waketech.edu.

If other accommodations are needed for testing, such as a reader, scribe or adaptive technology, please contact DSS coordinator, Ashley Bailey, at adbailey@waketech.edu or 919-334-1510.



Note: For ACCUPLACER and TEAS testing, students should contact DSS coordinator, Ashley Bailey, at 919-344-1510 or adbailey@waketech.edu to request that a copy of their Accommodation Notice be sent to *Andrew Shelton* for ACCUPLACER testing or *Andrea Temple* for TEAS testing with the accommodation of extended time.

If other accommodations are needed for testing, such as a reader, scribe or adaptive technology, students will be proctored and tested by DSS coordinator, Ashley Bailey. Testing can be scheduled in person, by phone or through email.

Procedures for Public Safety Education Campus

The student should complete the Accommodation Request form online as soon as registered for classes. Testing with the accommodation of extended time is arranged and administered by the instructor or through Disability Support Services located on Southern Wake campus. Please refer to the "Procedures for Southern Wake" located on the first page. All tests must be taken on the day required by the instructor and any cancellation or changes must be approved by the instructor.

If other accommodations are needed for testing, such as a reader, scribe or adaptive technology, please contact DSS coordinator, Norvel Turner, at nturner@waketech.edu or 919-866-5668 to arrange testing at the current site or at an alternative site.

Procedures for Western Wake Campus (Millpond)

Every semester the student should complete and submit the Student Accommodation Request form that is available online. The student's Accommodation Notice and Accommodation Request form will be sent to the eLearning Testing Center (ELTC) located on the Western Campus in Room 265.

The student should contact the ELTC by email at eltestingcenter@waketech.edu to schedule a test. The students will be able to utilize their extended time in the ELTC. Tests must be scheduled 48 hours in advance. Refer to the link below for more information on scheduling tests.

<http://www.waketech.edu/student-services/online-learning/students/testing-center>

Procedures for Online Testing

Online testing accommodations will **not** be given automatically. The student must initiate communication with the instructor on how the online testing process will occur. This communication should happen as early as possible and at least 48 hours before the testing window opens. The student should verify with the instructor the continued use of this testing process. Any questions or concerns should be directed to the student's DSS Coordinator.