


### 3 – ACCESS Connect Faculty Information

### 3.01 – Faculty Notification Letter

1. When a student requests accommodations in your class, you will receive an email from the ACCESS Connect database notifying you of their approved accommodations.
  - a. The email will include the class the student is enrolled in, the student's Name and ID Number, and a list of accommodations requested for your class.
  - b. Each accommodation includes a short description. If you have questions about a particular accommodation, please call our office and talk with the student's advisor.
  - c. It may be that not every accommodation that the student is eligible for is included in the letter, only those that they have requested for your class.
  - d. There are also additional notifications that may be required for special circumstances (student with a service animal, Deaf/Hard-of-Hearing, etc.) which will be included after all of the accommodations.

Oliver, Andrew <aoliver@uwlax.edu>

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**[The ACCESS Center] TST 102.001 - TEST CLASS TOO (CRN: 0002) - Notification of Disability Accommodations Fall 2015**  
1 message

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Andrew Oliver <aoliver@uwlax.edu> Tue, Aug 18, 2015 at 1:10 PM  
To: aoliver@uwlax.edu, [REDACTED]

This email was copied to:

- aoliver@uwlax.edu
- [REDACTED]

**CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD**

Fall 2015 - TST 102.001 - TEST CLASS TOO (CRN: 0002)

Professor Andy Oliver,

Please accept this letter as verification that **Andy Teststudent** 151515151, is registered with The ACCESS Center and has provided disability documentation. This student is eligible for services for this semester and will require academic support accommodations in your class.

**The accommodation(s) most appropriate as it relates to your class is/are the following:**

1. **Alternative Testing**  
Testing Accommodations for in class and online quizzes and exams.
  - **Extra Time 1.50x**  
This accommodation applies to all timed assessments.
  - **Reduced Distraction Environment**  
This accommodation is to be provided if exams/quizzes are being administered in a brick and mortar setting. If exams/quizzes are administered online, the student will be responsible for creating a reduced distraction environment.
2. **Notetaking Services**
  - **Notetaking**  
Provides the student with a set of notes taken by a volunteer in the class to supplement their own notes for study purposes.

Please discuss any concerns or questions with the student and don't hesitate to contact Andrew Oliver at (608) 785 - 6902 or aoliver@uwlax.edu for further clarification or verification of appropriate accommodations.

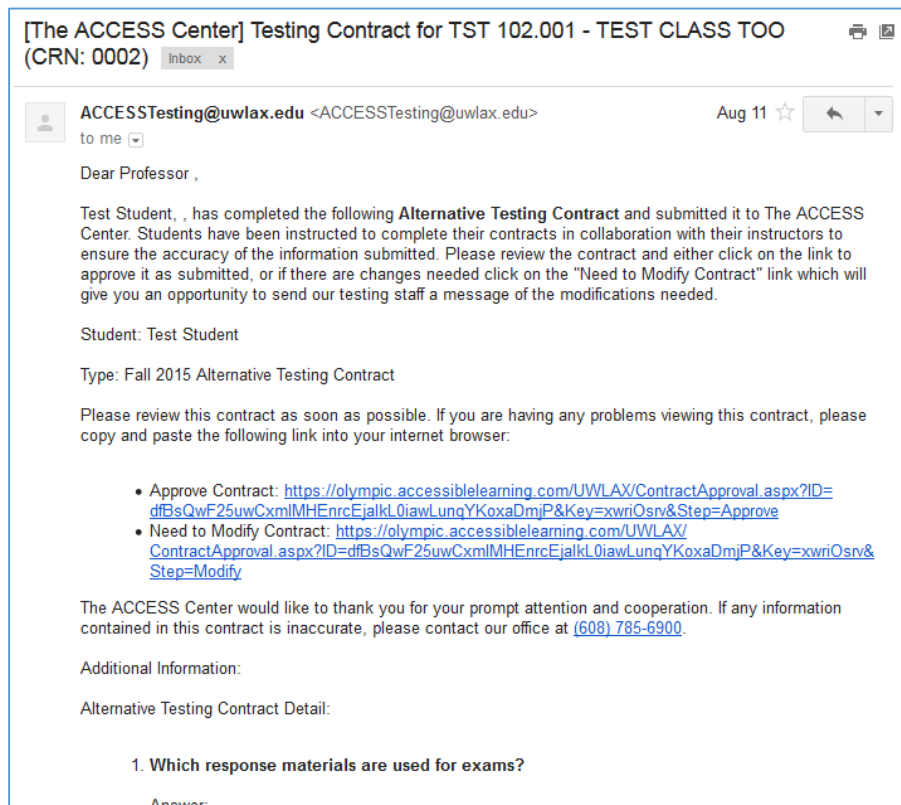
**The ACCESS Center**  
University of Wisconsin-La Crosse  
1725 State Street  
165 Murphy Library  
La Crosse, Wisconsin 54601  
Phone: (608) 785-6900 (Voice)  
Fax: (608) 785-6910  
Email: ACCESSCenter@uwlax.edu

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### 3.02 – Testing Contracts

1. Every student who plans to use The ACCESS Center's testing rooms must complete a testing contract with their instructor.
2. Students should request to meet with you during office hours or at another time that works for both of you in order to go over the testing contract.

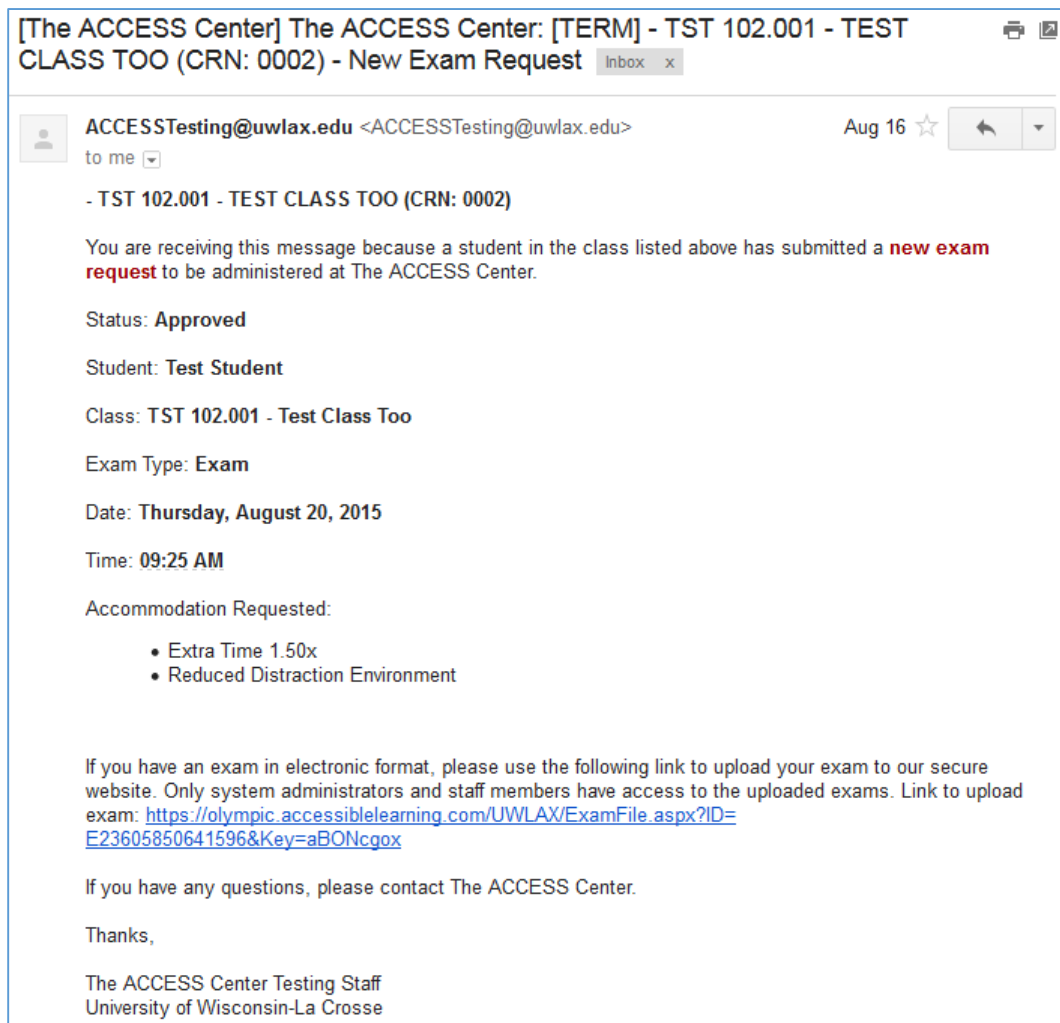
3. The testing contract is made up of six questions that relate to how the exams will be administered in The ACCESS Center.
  - a. Response materials
  - b. Testing tools (calculator, notes sheet, open book, etc.) for the whole class
  - c. How to get clarification
  - d. Time conflicts due to course overlap
    - i. Students are required to schedule exams at the same time as the class meets unless there is a conflict with back to back classes and their extended time.
    - ii. Scheduling an exam at a time different from the regular class time requires written permission from you, the instructor.
  - e. Submission of exam materials to The ACCESS Center
  - f. Amount of time given to class for exam, quiz, final, etc.
4. We ask that students get a contact number so our office can make contact if we do not receive an exam.
  - a. This is a required field on the contract. If you would prefer that student's not have your personal number, please give them a department phone number and then contact Colleen Dixon in our front office to give her your direct contact information.
5. Students must electronically sign and agree to the terms of the contract. Once they submit the contract, you will be emailed a copy of all the responses. In the email you will have two links, one to approve the contract as it is, and another to modify the contract.
  - a. Please click on one of the links, otherwise we will not be able to allow the student to test in our offices until we get your authorization.



- b. If there are changes that need to be made, the link will take you to a webpage with a text box to let us know the necessary changes. We will enter the changes and then manually approve the contract for you.
6. An approved contract will serve as your written permission to schedule exams within the parameters of the contract. Any need to schedule outside of those times will still require additional written permission.

### 3.03 – Exam Reminders

1. When a student schedules an exam, you will receive a notification that an exam has been scheduled with our office. This may be well in advance of the exam date if you put the schedule into the syllabus.



2. A couple of days prior to the scheduled exam you will receive a reminder that the student is planning to take the exam in our office.
3. With the reminder email, a link will also be included to upload the exam so you do not have to go searching back through your email box to find the original.

### 3.04 – Notetaking Recruit Letters

1. If a student in your class is approved for Notetaking Services, you will receive a Notetaking Recruit Letter.
2. The Notetaking Recruit Letter serves two purposes.
  - a. It asks you to assist in finding a notetaker by reading a short statement to the class asking for volunteers.

**"A notetaker is needed for this class. In exchange for providing this service, the selected notetaker will be awarded a certificate of community service at the end of the semester. If you take clear, concise notes and are willing to share a copy, please follow up with me after class to receive instructions on how to sign up online."**

- b. It provides directions to any volunteers so they can register as a notetaker.
      - i. If a student volunteers to take notes, please give them a print out of the instructions that come with the email.
3. Please be persistent. If a volunteer does not come forward after class, please try again in the next class session.

Any questions about the ACCESS Connect database, notifications you receive, or helpful comments can be directed to The ACCESS Center main email address, [ACCESSCenter@uwlax.edu](mailto:ACCESSCenter@uwlax.edu), or call our office at (608) 785-6900.



Oliver, Andrew &lt;aoliver@uwla.edu&gt;

**[The ACCESS Center] TST 425.001 - TEST CLASS AGAIN (CRN: 0003) - Notification of Disability Accommodations Fall 2015**

1 message

Andrew Oliver <aoliver@uwla.edu>  
To: aoliver@uwla.edu, dnaoliver@gmail.com

Mon, Aug 17, 2015 at 1:24 PM

This email was copied to:

- aoliver@uwla.edu
- dnaoliver@gmail.com

**CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD****Fall 2015 - TST 425.001 - TEST CLASS AGAIN (CRN: 0003)**

Professor Andy Oliver,

Please accept this letter as verification that **Test Student** 123456789, is registered with The ACCESS Center and has provided disability documentation. This student is eligible for services for this semester and will require academic support accommodations in your class.

**The accommodation(s) most appropriate as it relates to your class is/are the following:****1. Alternative Formats**◦ **Electronic Format - PDF**

This accommodation provides electronic copies of text books or other print materials so they are accessible by software that can read the materials out loud or can resize the text and images to make them more accessible. If there are additional materials that you post to D2L or hand out in class, please provide a high quality copy of those materials to The ACCESS Center at least two weeks in advance of the date needed for class. You may receive additional communication from our Alternative Format team to work together to make materials accessible.

**2. Alternative Testing**

Testing Accommodations for in class and online quizzes and exams.

◦ **Assistive Technology - Kurzweil**

A computer text-to-speech reading system which converts text material displayed on the computer screen to voice output for persons with disabilities.

◦ **Calculator - Four Function**

It may be appropriate for this student to use a four function calculator for basic math calculation during testing. Use of a calculator, as a disability accommodation, is to be determined, as appropriate, on a case-by-case basis, and cannot result in a fundamental alteration of the course objectives.

◦ **Computer - Word Processor**

The student will use a word processor to complete essay and extended response questions.

◦ **Extra Time 1.50x**

This accommodation applies to all timed assessments.

◦ **Reduced Distraction Environment**

This accommodation is to be provided if exams/quizzes are being administered in a brick and mortar setting. If exams/quizzes are administered online, the student will be responsible for creating a reduced distraction environment.

**3. Notetaking Services**◦ **Notetaking**

Provides the student with a set of notes taken by a volunteer in the class to supplement their own notes for study purposes.

**Additional Notification(s):****1. For Instructor of Deaf/Hard-of-Hearing Student**

This student may use a number of different strategies/technologies to gain access to classroom discussion, media, and lecture content. It may be necessary for instructors to vary their normal teaching routine (e.g. only speak when facing the class, wear a microphone system, etc.) in order to facilitate full access for the student.

**2. For Instructor of Physical Disability Student**

This student has a physical disability which impacts his/her mobility. All buildings, classrooms, lab spaces, field trips, etc. must allow equal access to the student. During inclement weather the student may have difficulty navigating campus and need additional time. If there are known physical barriers that will impact the student's ability to participate in any class activity, please contact The ACCESS Center immediately at (608) 785-6900 so that we can make any needed changes to the class location.

Please discuss any concerns or questions with the student and don't hesitate to contact Andrew Oliver at (608) 785 - 6902 or aoliver@uwla.edu for further clarification or verification of appropriate accommodations.

**The ACCESS Center**

University of Wisconsin-La Crosse  
1725 State Street  
165 Murphy Library  
La Crosse, Wisconsin 54601  
Phone: (608) 785-6900 (Voice)  
Fax: (608) 785-6910



# UNIVERSITY of WISCONSIN LA CROSSE

## My Dashboard

Home >> My Dashboard >> Alternative Testing

### SMS (Text Messaging)

Status: **In-Active**

## ALTERNATIVE TESTING

Overview [Submit Alternative Testing Contract](#)

### CLASS: TST 100.001 - TEST CLASS

#### ALTERNATIVE TESTING CONTRACT DESCRIPTION

Type: **Fall 2015 Alternative Testing Contract**

The **Alternative Testing Contract** is the agreement between the instructor and student on how approved testing accommodations will be administered in The ACCESS Center testing space for this course.

#### FACULTY / STAFF INSTRUCTION

The **ACCESS Center** has determined that a student in your course is eligible for **alternative testing accommodations**. This testing contract is required for students who intend to take their exams at The ACCESS Center.

As the instructor, you may choose to administer your own tests, quizzes, and exams. Please consult with with the student's ACCESS Center Advisor regarding appropriate accommodations and test administration procedures. **If you have arranged with the student for testing accommodations within the classroom or department, you are not required to complete a testing contract.**

Once submitted and approved, any deviation from the information contained in this contract should be noted when uploading the exam to the database, or forwarded to ACCESSTesting@uwlax.edu.

#### Alternative Testing Contract

1.

#### Which response materials are used for exams?

Only Exam Papers

Scantron

IF-AT Form

Bluebook

Lined Paper

Other (Specify Below)

#### Additional Note or Comment

2.

Please select approved testing tools allowed for the entire class. To avoid academic dishonesty be sure all testing tools have been discussed and approved by your instructor. No unauthorized materials are permitted in the testing environment without instructor approval. (Note: Cell phones, purses, backpacks, and other personal items must be left in the lockers provided).

Calculator (Basic, Scientific, etc.) (Specify Below)

Computer/Laptop/Tablet

D2L

Open Book

Notes (single or double sided, size of paper, #of pages, etc.) (Specify Below)

### Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

### My Accommodations

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My Signed Forms



Any questions or concerns?  
Use the following contact information:

**Primary Advisor or Counselor**  
Name: **Andrew Oliver**  
Phone: **(608) 785 - 6902**  
[Send Email](#)

Tables/Formula Sheet

Instructor provided handouts

Other (devices, manipulatives, software, etc.) (Specify Below)

**Additional Note or Comment**

3.

**If clarification is needed during an exam, what should the student do, so the professor can ensure equitable grading?**

Have the proctor email the professor during the exam at the address provided (Specify Below)

Have the proctor call the professor during the exam at the number provided (Specify Below)

Instructor will stop by The ACCESS Center during the exam

Answer the question and write the needed clarification in the margin of the exam

Answer the question and email the instructor or stop by office hours afterwards

**Additional Note or Comment**

4.

**Students are required to schedule exams at The ACCESS Center for the same time that the class is scheduled to take them. Flexibility with start times may be required when a student's extended time would overlap another scheduled class. When there is a time conflict due to overlap, exams may be scheduled under the following parameters:**

1 hour before/after class exam

Any time same day

1 day before/after class exam

Other (Specify Below)

**Additional Note or Comment**

5.

**How will your instructor be submitting the exam materials to The ACCESS Center?**

Upload exam materials into the secure **ACCESS Connect system (preferred)**

Email exam materials to [ACCESSTesting@uwlax.edu](mailto:ACCESSTesting@uwlax.edu)

Instructor will deliver exam materials to The ACCESS Center, 165 Murphy Library

Other (Specify Below)

**Additional Note or Comment**

6.

**Completed exams may be picked up by the instructor or a department designee during normal office hours M-F 7:45-4:30 and extended hours during finals.**

I have discussed exam pickup times (M-F 7:45-4:30) with my instructor

**Additional Note or Comment**



**Exam Type(s)**

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

Exam	Minutes
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:

**Term(s) and Condition(s)**

Please indicate that you have read and agreed to the following statement(s):

I have met with my instructor and completed this **Alternative Testing Contract** with them.

I understand that in order to receive alternative testing accommodations at The ACCESS Center, this **Alternative Testing Contract** must be approved by my course instructor.

The ACCESS Center desires to have the appropriate space and staffing for students registered with the office. To ensure The ACCESS Center can facilitate these alternative testing accommodations, all exams, midterms, and quizzes must be scheduled at least **three (3) working days** in advance, and all final exams must be scheduled by the finals scheduling deadline, **five (5) working days** before the last day of class.

All exams, midterms, and quizzes will need to be completed within The ACCESS Center hours of 7:45am-4:30pm. Finals will be scheduled later into the evening.

Alternative testing accommodations administered through The ACCESS Center offices will be taken at the course's designated start time unless the testing accommodation(s) necessitate that the exam begin at a different date &/or time due to course overlap. **In order for The ACCESS Center to approve the exam scheduling appointment, alternative dates and/or times must be discussed & agreed upon with your instructor then communicated in writing to The ACCESS Center Testing staff.**

The ACCESS Center will adhere strictly to the approved date and start times entered when scheduling. Late arrival will not extend the ending time of the exam beyond the scheduled exam end time. Arrival more than 15 minutes late will require instructor permission to begin the exam late. Missed exams will require written permission from the instructor to reschedule.

Adhere to the UW-L Code of Conduct and Student Handbook policies <http://www.uwlax.edu/Student-Life/Student-handbook/>. Any disruptive behavior will be handled in accordance with the UW-L Code of Conduct. Observed incidences of cheating will result in immediate confiscation of all exam materials, the observed actions documented, and the incident reported to the course instructor.

**By submitting this Alternative Testing Contract, you acknowledge and agree to the expectations above.**

**Questions? Contact Us!**

Please contact our office if you have any questions regarding alternative testing request and contract.

Colleen Dixon - Testing Coordinator  
(608) 785-6900

**NEED HELP?**

[Access Tutorials](#)

[Contact Our](#)

[Office](#)

[Read Disclaimer](#)

**THE ACCESS CENTER**

**University of Wisconsin-La Crosse**

1725 State Street

La Crosse, WI 54601

Website: <http://www.uwlax.edu/access-center>

Email Us: [ACCESSCenter@uwlax.edu](mailto:ACCESSCenter@uwlax.edu)

Phone: (608) 785 -

6900

Fax: (608) 785 - 6910

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Oliver, Andrew &lt;aoliver@uwlax.edu&gt;

**[The ACCESS Center] Assistance with Recruiting a Notetaker for TST 425.001 - TEST CLASS AGAIN (CRN: 0003)**

1 message

ACCESSCenter@uwlax.edu &lt;ACCESSCenter@uwlax.edu&gt;

Tue, Aug 18, 2015 at 6:20 AM

To: aoliver@uwlax.edu

TST 425.001 - TEST CLASS AGAIN (CRN: 0003) Fall 2015

Dear Colleague:

We are requesting your assistance to identify and secure a qualified in-class notetaker who will supply a student registered with The ACCESS Center with an accurate set of class notes. **Please do not announce the identity of the student(s) in class who will receive notes, to ensure ADA mandated confidentiality.** When the notetaker has been assigned, it is okay to communicate that information to the notetaker. We have provided you with the following in class announcement to be read at the beginning of class:

**"A notetaker is needed for this class. In exchange for providing this service, the selected notetaker will be awarded a certificate of community service at the end of the semester. If you take clear, concise notes and are willing to share a copy, please follow up with me after class to receive instructions on how to sign up online."**

At the end of the class, please direct any prospective notetakers to The ACCESS Center Website at <https://www.uwlax.edu/ACCESS-Center>. Instructions have been included below that can be forwarded by email.

If a notetaker has not been secured or any changes are required, we may send this message again for continued assistance.

Thank you in advance for your support of this student. Please feel free to contact The ACCESS Center should you have any questions or concerns.

**FOR POTENTIAL NOTE TAKERS:****SIGN UP AS A NOTE TAKER (Part 1 of 2):**

- Go to: <https://www.uwlax.edu/ACCESS-Center>
- Click on the orange button on the left side that says "ACCESS Connect - Request services here".
- Click on "SIGN UP AS NOTE TAKER"
- Enter login information using your Campus ID and email address
- Specify Personal information and click to register as note taker

**REQUEST A NOTE TAKING ASSIGNMENT (Part 2 of 2):**

- Go to: <https://www.uwlax.edu/ACCESS-Center>
- Click on the link for ACCESS Connect - Request services here.
- Click on SIGN IN (sign in using your UW-L username and password)
- Click on Note taker Tab on top left of page
- Choose the appropriate term/semester
- Enter course registration numbers (4 digit class #)
- Click to continue to verify classes
- Review and sign online note taker contract

\*If you are matched and assigned in ACCESS Connect you will receive a confirmation email. You MUST log into ACCESS Connect and confirm the note taking assignment within 3 days.

**CONFIRM AND VIEW ASSIGNMENT:**

- Sign in to ACCESS Connect.
- Click Note taker tab on top left.
- View list of classes. Under STATUS click CONFIRM my assignment.
- Once confirmed, status changes to assigned.
- Click VIEW to see contact information for students receiving notes.
- You are now responsible for uploading notes for each class session which can be accessed by any student in the course who has been approved to receive notetaking services.

**The ACCESS Center**

University of Wisconsin-La Crosse  
1725 State Street  
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Email: [ACCESSCenter@uwlax.edu](mailto:ACCESSCenter@uwlax.edu)

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