



Center for Accessible Resources (CAR)

Testing agreement duplication functionality: Information for faculty

- When a student initially requests testing accommodations for a course, a Testing Agreement is sent to faculty as a link in the Letter of Accommodation (LOA). This is automatically generated by our AIM database.
- The system allows faculty to fill out a single form rather than repeating the process for each subsequent student requesting accommodations in the same class section. Our system will automatically populate the testing information listed in the first form filled out, to the next student's test request, and sync it with their specific accommodations.
- Example: An instructor completes a Testing Agreement indicating that the class is allowed 60 minutes for a test. For student A, who has a 1.5x extended time testing accommodation, the system will automatically schedule a 90-minute slot when the student requests to take this test with CAR. For all subsequent students requesting testing accommodations in this same class section, the formula will be applied accordingly, e.g., student B who has in place a 2.0x extended time testing accommodation, will automatically be allotted 120 minutes when the same test is requested through CAR. This eliminates the need for faculty to manually work through every student that has an accommodation, as the vast majority of accommodations are straightforward.
- Only in very rare circumstances does an issue arise that would require the faculty member to contact us so that a CAR advisor can adjust the specific accommodations.
- If you plan to provide the requested accommodations yourself, simply check the box at the beginning of the agreement and you do not need to fill out the form.
- While this new system may not seem user friendly at first, rest assured we have looked over the statistical needs of the students we serve and find this to be an effective way to meet those needs while minimizing work load on faculty. CAR is able to accommodate unique cases requiring an individualized approach as well.

To request this information in an alternate format (Braille, digital, audio, or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 1, 218; or AccessibleResources@lanecc.edu.