

What to do When You Receive the Testing Agreement

Student Accessibility
Services



What to do When You Receive the Testing Agreement



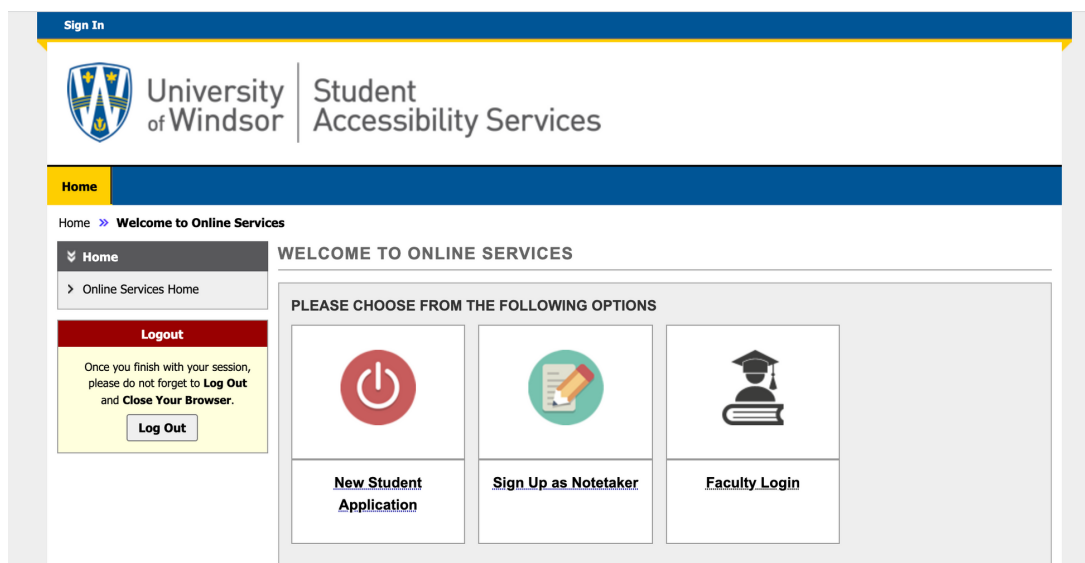
After a student schedules to write their test/mid-term/exam with SAS, Faculty will receive an email asking for the Testing Agreement to be completed.

A testing agreement is an agreement between the student and the instructor, specifying the details of all exams associated with each class. Faculty will be asked to complete this testing agreement as soon as possible before the testing date. Previously, Faculty completed an exam receipt specifying the test/exam details.

If you have any questions, please email exam@uwindsor.ca.

STEP 1:

Use your UWindsor ID and password to log in by visiting:
<https://olympic.accessiblelearning.com/UWindsor/>



STEP 2:

Select Faculty Login

Sign In

University of Windsor | Student Accessibility Services

Home

Home » Welcome to Online Services

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

New Student Application

Sign Up as Notetaker

Faculty Login

STEP 3:

Click on "Continue to View Student Accommodations"

Welcome Lindsay Gore! My Profile My Mailbox (Sent E-Mails) Sign Out

My Dashboard Unified Blogs Staff Access Website Control

Home » Instructor Homepage » Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username: sdutoit

Return to Staff

REMINDERS

Welcome to Student Accessibility Services' (SAS) Faculty Module. Please select the "Continue..." button below to view your dashboard, which will enable you to:

- View a listing of your students and their accommodations for each of your courses.
- Export a list of students by eligibility (e.g., Extra time: time and one half, double time, etc.).
- Receive real-time updates to accommodation plans should it change throughout the term.
- Navigate between courses and sections using the Advanced Search Panel option.
- Submit and make changes to your Alternative Testing agreement, so SAS can appropriately facilitate your in-person tests on your behalf.

Protecting the privacy of our student's accommodation needs is important to us and you play an important role in ensuring this information is kept confidential.

The University of Windsor is committed to ensuring our students have equal access to their education. More information about our duty to accommodate can be found under the <https://www.uwindsor.ca/ohrea/SAS/accommodation>.

Information about a student's registration with Student Accessibility Services, and their eligible accommodations, are being shared with you for the sole purpose of accommodation planning and facilitation. Any other use of this private health information is forbidden and is in violation with Human Rights and privacy legislation.

We appreciate your cooperation

Continue to View Student Accommodations

NEED HELP? STUDENT ACCESSIBILITY SERVICES

STEP 4:

Click "View".

Home » Instructor Homepage » Overview

Accommodation Requests Search Students' Eligibilities Add Instructor

Return to Staff

Views and Tools

- Overview
- Course Syllabus
- Exam Accommodations

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

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Log Out

OVERVIEW

Previous Term Term: Fall 2021 Next Term

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest F) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Exam Accommodations
- TEXT: Alternative Formats
- DHII: Communication Access
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

Export Student Lists For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	TEST	NOTE	TEXT	DHH	Request Date	Status
View						Yes				09/27/2021	Emailed

STEP 5:

If the student has scheduled a test/exam, you will see text surrounded by a red box titled "Please Submit: Testing Information". Click "Alternative Testing Agreement".

Home » Instructor Homepage » Overview

Accommodation Requests Search Students' Eligibilities Add Instructor

Return to Staff

Return to Previous Page

Notification Letter

Fall 2021 - [REDACTED]

This email provides important accommodation information pertaining to [REDACTED] who qualifies for the accommodations listed below:

Please read carefully the information pertaining to specific accommodations for the student listed below.

[REDACTED] supplied Student Accessibility Services with documentation that qualifies the student for the services indicated below. It is the student's responsibility to contact you to discuss accommodations.

PLEASE SUBMIT: Testing Information

A student in your course is eligible for Exam Accommodations with SAS. please provide us the Exam Information for your course by using the following link: [Alternative Testing Agreement](https://olympic.accessiblelearning.com/UWindsor/TestingAgreement.aspx?ID=13162&CID=72795&Key=2137BjFK) (or copy and paste the following link to your browser: <https://olympic.accessiblelearning.com/UWindsor/TestingAgreement.aspx?ID=13162&CID=72795&Key=2137BjFK>). Even with all tests and exams online, the information provided through this form will assist Student Accessibility Services in understanding the parameters of your course and how accommodations may or may not apply. This form only needs to be filled out once per course, per term regardless of the number of students requiring accommodation.

If you do not have any tests or exams in your course, please ignore this message, as a testing agreement does not need to be submitted.



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Student Accessibility Services

STEP 6:

Complete the testing agreement to include all test/exam information. Click "Submit Alternative Testing Agreement" once completed.

Home >> Alternative Testing - Alternative Testing Agreement by Instructor

Home

Online Services Home

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR

Class: [REDACTED]

ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Type: **UWindsor Testing Agreement**
Testing Information

FACULTY / STAFF INSTRUCTION

Student Accessibility Services (SAS) has determined that a student in your course is eligible for alternative testing accommodations.

PLEASE COMPLETE THE FOLLOWING TESTING AGREEMENT TO LIST THE DETAILS OF YOUR EXAM. **ALL TESTING AGREEMENTS MUST BE SUBMITTED THROUGH THIS PORTAL. OTHERWISE, WE ARE UNABLE TO GUARANTEE THAT SAS CAN INVIGILATE THE EXAM.** We appreciate you taking the time to utilize all of the benefits of this new system which will streamline the exam process for both faculty and students.

The exam information you provide should reflect the conditions of the exam without any accommodations. If there are different formats, or requirements, for various tests within your course, please feel free to make the distinction in the text boxes. The contents of this agreement will not be shared with students prior to the exam. If you have any questions or concerns, please contact Student Accessibility Services at exam@uwindsor.ca.

Alternative Testing Agreement

1. Please indicate below if your course this term is offered online or in-person? *

- My course is being offered remotely, online.
- My course is in-person, on campus.

Additional Note or Comment

Final [] Minutes

Midterm/Test [] Minutes

Quiz [] Minutes

Additional Information

Instructor Phone Number *: []

Note: Please provide us with a phone number to contact during exam.

Additional Note: []

Submit Alternative Testing Agreement

Questions? Contact Us!

Please contact our office if you have any questions regarding Exam Accommodations request.

Student Accessibility Services
General Inquiries: sas@uwindsor.ca
Exam Inquiries: exam@uwindsor.ca
Notetaking: notetaker@uwindsor.ca



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