

Library 10: Providing Services to Students needing Accommodations (Face-to-Face course)

DSPS: Disability Support Programs and Services.

Website: <http://www.missioncollege.org/depts/dsps/index.html>

Phone Number: 408-855-5085

Students using DSPS services will either identify themselves as such, or you will receive a letter from DSPS regarding their accommodation needs. If they self identify, they need to provide you with “official” paperwork from DSPS. You do not have to (and should not) give any accommodations without DSPS paperwork. Also, please keep in mind that students using DSPS services “status” is to remain confidential. You should never do anything to set the student apart or announce his/her status.

Students using DSPS services are allowed certain accommodations based on their specific disability. For Library 10, the accommodation requirement is usually more time on a timed exam – usually double the allowed time. If the student requires a note taker or other types of accommodations DSPS will provide detailed information. If you get inquiries from students for accommodations that are not listed on their paperwork, please refer them to DSPS (x5086).

Please note that all of the flash presentations created by Mission College Library staff are Section 508 compliant, which means they meet Section 508 of the Rehabilitation Act of 1973 requirements. If a narrated flash/video presentation required for this course does not have a closed caption (CC) button or a “Notes” tab, a written transcript is available upon request.

Based on the instructions on the DSPS paperwork, you will need to contact DSPS to let them know how you are going to accommodate the student. The student will usually have the same approximate due date and take the same exam as his classmates, but the time will be extended.

You have to decide when, where and how you want the student to take the exam. There are several options available:

Note: For the 8 week course, the student will need to be present for the second half of the class meeting in which the class takes the mid-term (Class 5), so is best to have the student take the exam prior to the class meeting and then come to the class meeting an hour late (or if the student wants s/he can arrive on time and work on something else while the class is taking the exam). If the student does not take the mid-term exam prior to the test date for the class, you will have to make sure that the students do not discuss the exam during the second half of the class, which, again, may draw attention to the student.

1. **Student takes the exam at the DSPS Center** - Usually, students needing accommodations for exams take them in the DSPS Center under the supervision of the DSPS staff. The instructor will receive from DSPS a “Specific Test Request” form which confirms the day/time the student has scheduled to take the test at the DSPS Center (usually the same day the class takes it, often at an earlier time so the student doesn’t miss lecture). Instructors should provide DSPS with a copy of the test and testing instructions in a timely way. Please note that it is the student’s responsibility and choice to schedule each test in advance.

- a. **Paper-based exam at DSPS Center** - If you want to use a paper-based exam you will need to copy and paste the exam from ANGEL into Word, then format it and add a header with a line for the student's name and date. Once the student completes the exam the DSPS staff will return it to the instructor via interoffice mail. You would then manually enter the grade into the ANGEL gradebook. Remember; do not give the exam back to the student as we do not want it "out there." Allow him/her to review it in your presence.
 - b. **Online exam at DSPS Center** – Instead of taking a paper copy of the exam to DSPS, the student takes it online. You will provide the DSPS center with the password to the exam with the extended time installed and the dates for which it will be available to the student.
2. **Student takes the exam online without supervision** - You can allow students to take the exam online from anywhere – home, the library, etc. If you choose this option, you should set parameters as to when the student may take the exam and when it is due. Be sure that the student is a competent ANGEL user before allowing this option.

If you choose to provide the exam online, it is best to set the class up as "Teams" in ANGEL. You will create one team for the student(s) needing accommodation and set up another team for the rest of the class. This will allow you to assign a different time limit, access dates, and password for each team.

Setting up a Team in ANGEL:

You may set up as many teams as needed, but every student must be assigned a team.

1. Click on **Manage** Tab
2. Click on **Teams** (in the Course Management Column); the **Teams Editor** window will appear
3. Click on **Add a Team**
4. Type in a unique team name
5. Click **Save**
6. Select the student(s) for the team
7. Click **Add Selected**
8. Click **Done**
9. Click **Exit Team Editor**
10. Repeat the instructions for additional teams

Setting the exam access fro a selected team:

1. Verify that the exam **Settings** are appropriate for the exam (e.g. set the time limit, password, etc.)
2. In the **ACCESS** Tab change "Team Access" to **selected teams**, and select the appropriate teams (remember that all class members should be represented in one of the teams).
3. Click on the hyperlink for the team(s) needing accommodation.
4. The Custom Team Settings window will appear. Note that the customized team settings will override the exam settings. If you do not set a customized option for a team, the exam settings will apply.

- Once you click in the box for an override setting, the options will be displayed on the right side of the window. Set the options as needed. Usually the team will require a different **Password**, **Start Date** and **End Date**, and time limit which is in **Advanced Settings**.

Custom Team Settings
Test Team

Overrides

- Tracking
- Hidden
- Password
- Viewable By
- Start Date
- End Date
- Advanced Settings

Save Cancel

Note: For the **Advanced Settings**, you **must** select all the setting you want to apply to this team, even if they are part of the default exam settings for the rest of the class. For example, in addition to typing in the **Time Limit** you must set the **Validation**, **Time Warning**, **Auto-save**, and **User Review**. If you want the student(s) to be able to review the exam once you grade it, you will need to change the **User Review** setting back to **Full** in the Advanced Settings Custom Team Settings. Note that the other override sections' (e.g. Tracking, Hidden, and Viewable by) default exam settings will apply to the this team unless you change them here in the Custom Team Settings.

Custom Team Settings
Test Team

Overrides

- Tracking
- Hidden
- Password
- Viewable By
- Start Date
- End Date
- Advanced Settings

Save Cancel

Override Settings

Team Priority: 0

Delivery: Default

Display Mode: All Questions
Note: single question mode requires a DHTML-capable browser.

Max Attempts: 1

Validation: Warn about incomplete items

Time Limit: 120 mins
 Automatically submit when time limit expires

Time Warning: 15 min before time expires

Auto-save: Default

Do not allow users to save and finish later

User Review: Disabled

Feedback

- use the following custom settings ...
- Overall Score User Response Right or Wrong
- Question Text Feedback Text Points Possible
- Answer Key Grader Remarks Points Awarded

6. Save the Custom Team Settings.
7. Click on the hyperlink for the team that includes the rest of the class
8. Enter a **Start Date** and the **End Date**. You need to do this so that this team will not see the exam in ANGEL before they arrive in class (actually it is okay if they do because they will not know the password, but it is “neater” if you hide it until then). The Start Date and End Date will be the actual day that the students are taking the exam. Make the exam “start” at the beginning of class and have it “end” at the end of class.
9. Notify the team members that even though the information on the test reads that it will be 60 or 90 minutes, they will have extended time. The time extension is verified when they begin the test. A window pops up and tells them how much time they have.

For the final exam, there is really no reason for the student to attend the last class meeting, but remember to ask him/her to please complete the Course Survey during/after the day of the final exam.