



August 26, 2019

Good afternoon Faculty,

Welcome to another great semester at UNT! Last summer, we officially became the Office of Disability Access (ODA)! This summer we have more updates to report. This information is also located on the ODA website.

1. ODA Test Center has Moved to a Temporary Space in Hickory Hall room 274
2. ODA Transitioned to new Database System – AIM!
 - Guidance to Complete new ODA Testing Agreements [Click this link for Testing Agreement Guide \(pdf\)](#)
 - Log in to the [AIM Instructor Login](#) using your UNT credentials!
3. **Accommodation Spotlight:** Modification of Attendance Policy - [Click on this link to get to Course Attendance Modification Guidance \(pdf\)](#).

ODA Test Center

Due to the construction in Sage Hall, the ODA Testing Center has been temporarily relocated to the second floor of Hickory Hall, room 274. Testing operations will remain in Hickory Hall through the Fall 2019 semester. If you need assistance with scheduling and taking accommodated exams, please go to Hickory Hall, room 274. For questions, contact ODA Testing at testing.oda@unt.edu.

Please know that, upon completion of the ODA Testing Agreement, the Test Center is available to assist you with your students' accommodated testing needs.

What is AIM?

If you have a student in your course who has requested an ODA Letter of Accommodation, you may have noticed that the letters you received this morning look a little different and that they are now originating from the ODA via email instead of the student. This is the result of a recent changing of the ODA's database system to AIM.

Accessible Learning Management (AIM) is a robust, interactive web-based database which provides login platforms for ODA staff, students, and faculty. The system protects confidential information about the students, but allows more transparency and communication between student, instructor, and ODS staff. AIM allows:

- **ODA staff** to keep track of applications, exams, documentation, loaned equipment and accommodations;
- **students** to request accommodations online as well as update their information as needed; and
- **faculty and instructors** who are currently teaching a course during a semester can log into the Faculty Login of the AIM database to review academic accommodations for students registered in the course(s) they teach as well as interact with the ODA Test Center.

Letters of Accommodation (LOA) 101

The function of an ODA Letter of Accommodation is to inform an instructor of the students approved academic accommodations.

IMPORTANT CHANGE: The web address that the letter comes from will not be from the ODA's university address. **Instead, the email would show the following:**

From: UNT - Office of Disability Access <ODA@post.accessiblelearning.com>
To: instructor.name@unt.edu
Sent Date: Monday, August 26, 2019 at 05:41:02 AM
Subject: [ODA] STUDENT NAME - ACCT 3270.xxx - COST ACCOUNTING (CRN: ACCT327xxx1) - ODA Letter of Academic Accommodations Fall 2019

With the upgrade of the system we are able to:

- Provide specific information on the LOA such as semester of use, course information, and student information.**
- Provide a link to the faculty portal in AIM to aid faculty in managing students' accommodations**
 - NEW as of fall 2019!** Use the [AIM Instructor Login](#) to manage accommodations for students with disabilities enrolled in your courses. This includes uploading test, seeing accommodation letters, reviewing ODA exam proctoring requests, seeing assigned note-takers and viewing uploaded notes.
- A link to complete the ODA Testing Agreement to allow your students to take their exams in the Test Center.**

NEW as of Fall 2019:

This student has alternative testing accommodations as listed below. Instead of completing an Alternative Test Request Form (ATRF), please complete the Testing Agreement using the following link:

EXAMPLEaugusta.aceessiblelearning.com/UNT/TestingAgreement.aspx?ID=104&CID=7255&Key=pMeYtxbN You can also use the Faculty Login to review and also complete Testing Agreements for your courses.

D. Provide descriptions of accommodations. For example:

- Alternative Testing**
 - Brief breaks during exams**
Student may need to take occasional breaks (usually 5-10 minutes in length) during exams or quizzes.

- ***Distraction-reduced testing environment***
Distraction-reduced testing environment that provides reduced auditory and visual stimuli and minimal interruptions for tests/quizzes (Ex: testing in an unused classroom).
- ***Extra Time - 2.0x on timed tests and quizzes***
Double time on all timed tests and quizzes.

Reports of Incorrect LOA Course Information (RESOLVED)

Please note that we have received reports of incorrect course information on the letters. An example provided earlier today is below. It seems that the CRE and the course numbers were placed in the wrong locations in the course description at the top of the letter. But rest assured, the letters were sent to the correct instructor of record as reflected in EIS.

The accommodation letter for **PSYC 2620** stated:

Fall 2019 – PSYC 4699.092 - U S FM 1865 (CRN: PSYC26200921) at the top of the letter.

Please know that the numbers came from the following within EIS:

- **4699** is the CRE listed in EIS (I am not sure why it appears where 2620 should be)
- **092** is the course section
- Not sure why the course title is not correct but the CRN shows PSYC 2620 – 092 (which is your course). The extra 1 at the end of the CRN I believe reflects the semester which is the first semester of the new academic year.

We are not able to change the CRE with the course number this semester. The fact that the CRE appears where the course number should does not diminish the legitimacy of the letter nor the class in which it was intended.

AIM Faculty LOGIN

How will the AIM Faculty Login help faculty?

Just log in to access the following:

- 1. Students' Letters of Accommodation (LOAs)**
 - Faculty will also have access to student letters and the students' accommodations when faculty log into the AIM Portal.
- 2. ODA Test Center**
 - Complete testing agreements
 - a. See all exam proctoring requests students have submitted to the ODA Test Center.
 - b. Upload exams to send to Test Center
- 3. Soon faculty will also be able to see assigned note-takers** in their courses and review notes that have been uploaded from note-takers

Just go to the [AIM Instructor Login](#) and sign into the Faculty Login page using your university credentials. Please feel free to contact us if you have any questions!

ODA Test Center Process Updates!

NO MORE PAPER ODA TEST CENTER FORMS! Gone are the ATRFs! Now students will log into AIM to SCHEDULE EXAMS in the ODA Test Center.

**** Faculty must complete a Test Center Alternative Testing Agreement in Order for Student to Schedule Exam in Test Center**

Within AIM is an Alternative Testing Agreement to make it easier for faculty to communicate to the Test Center (1) whether they will need the Test Center's assistance to proctor their exams and (2) how they want their exams administered and returned. Only ONE Agreement needs to be completed per class and faculty can modify the Agreement at any time via e-mail to Testing.ODA@unt.edu.

- How will Faculty Know to Complete a Testing Agreement?

If the student chooses to use test accommodations, your faculty letter will have a link to your Testing Agreement. The link is specific to the class and section in which the student is enrolled. You only need to complete one Testing Agreement per course section. If students using our services are enrolled in two different sections of the same course you teach, you will need to complete two agreements.

- What are the advantages to completing the Testing Agreement?

The Testing Agreement identifies the information that faculty, students, and ODA Test Center staff need to know about administered testing accommodations - like whether the faculty member or ODA will be proctoring the exams & providing accommodations, the exams' format, instructions, time parameters, and more. **Faculty must complete one testing agreement for each course!** The ODA can copy an agreement to multiple courses or sections upon faculty request. **PLEASE NOTE: THE ODA CANNOT PROCESS YOUR STUDENT'S TEST REQUEST UNTIL THE AGREEMENT IS COMPLETED!** Please contact the ODA Test Center in regards to questions or concerns about the test administration process at Testing.ODA@unt.edu or 940-369-8969.

Test Center Exam Administration Process

Faculty have three responsibilities surrounding the test administration in the Test Center: (a) **Complete Testing Agreement**, (b) **Review Student's Appointment Details**, and (c) **Upload the Test**.

(a) COMPLETE TESTING AGREEMENT

Faculty can complete the testing agreement in 1 of the 3 ways:

1. Using the link provided in the Letter of Accommodation email.
2. Using your UNT credentials to access the [AIM Faculty Login](#) & selecting "**Alternative Testing/Quizzes**" section on the left-side.
3. Using the link provided in the Student Exam Appointment Pending email notification.

(b) REVIEW STUDENT'S APPOINTMENT DETAILS

If a student submits a request for his/her test to be administered in the ODA Test Center, Faculty will receive a confirmation e-mail with a subject line "[ODA] **Please Review Student's Test Appointment**". The reminder serves two purposes:

1. To make instructors aware that the student has scheduled his/her test and to give instructors an opportunity to review the request to ensure the day/time is agreeable. ***If the instructor disagrees with the student's appointment time, he/she must immediately notify the student to reschedule their exam appointment with the ODA Test Center.***

2. *To request that a copy of the exam be sent to the Test Center. Tests can be submitted clicking on the link within the reminder email to **UPLOAD** your exam.*

(c)UPLOAD THE TEST (MOST IMPORTANT**)**

According to University Policy, instructors are responsible for sending a copy/copies of their exam to the Test Center at least two days prior to the test administration. This is necessary to give the Test Center time to assign an appropriate number of staff such as proctors, readers, or scribes; prepare exam materials' envelope; and convert the exam to an alternative accessible format, if necessary. This can be done by clicking on the link within the *confirmation email* to **UPLOAD** your exam.

Send test instructions via the "Notes" section when **UPLOADING** the test. **(**ONLY NEEDED IF UNIQUE FROM TESTING AGREEMENT INSTRUCTIONS**)**

Let us know if you have any questions.

Warmest Regards,
Katy

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Pronouns: she, her, hers

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