



ACCESS Office

AIM Faculty Manual



Table of Contents

ACCESS AIM FACULTY MANUAL

ALTERNATIVE TESTING PROCEDURES

Where will ACCESS students take their exams?	4
Alternative Testing Accommodation Procedures	5
Understanding of Accommodations	5
Testing Information and Policies	9
ACCESS Testing - Faculty Responsibilities	13
How do I log into ACCESS AIM portal?	15
What is the ACCESS Alternative Testing Contract?	17
How do I complete the ACCESS Alternative Testing Contract?	18
How do I change/update the Alternative Testing Contract?	20
How do I know if an ACCESS student scheduled an exam?	20
How can faculty create/schedule exams in AIM?	22
How do I submit/upload an exam?	27
How do I fill out an INST form?	30
How do I retrieve a completed exam?	32
Alternative Formats	35
Deaf and Hard of Hearing	36
Medical Accommodation Plan	37

Alternative Testing Procedures

WHERE WILL ACCESS STUDENTS TAKE THEIR EXAMS?

Beginning in the Spring 2024 semester, all ACCESS students whose testing accommodation can be met in the general Testing Center and who prefer not to test in their classroom will be met in the general Testing Center on their respective campus. Students eligible to take a test in their respective campus Testing Center will have “Testing in Testing Center” on their accommodation letters.

The campus Testing Center can accommodate the following testing accommodations: extended time (including double time), a less distracted area, computer usage, calculator, pre-approved formula card, and no scantrons. Some students may experience disability-related barriers to tests involving the requirement to complete scantrons. In this case, professors should consider alternatives such as allowing the student to provide their answers to any multiple-choice assignments, quizzes, exams, or tests on the test paper scratch paper, or an enlarged printed paper answer sheet instead of a scantron form. ***The ACCESS office and the Testing Center staff will not complete scantrons for a student.***

Due to the increase in the number of students applying for services, it has become necessary to reserve our limited testing rooms for students who are eligible to test in our ACCESS offices. The accommodations available in our ACCESS offices include proctor/reader, proctor/scribe, interpreter, frequent breaks, allowance for food and drinks, and the use of adaptive technology.

It remains the responsibility of the students to communicate with their professors regarding how they wish or expect their testing accommodations to be met. For students testing in the campus Testing Center, professors are required to adhere to those campus Testing Center procedures when submitting exams. Please note, it is the students’ responsibility to make sure they have all login information when using an online platform in the campus Testing Center. Please reach out to the campus Testing Center if you need assistance in scheduling your exams.

Thank you for your cooperation, and we look forward to a smooth transition with these updated procedures.

ALTERNATIVE TESTING ACCOMMODATION PROCEDURES

Students may receive testing accommodations for a variety of disability-related reasons to demonstrate mastery or knowledge of course content through tests, quizzes, and other timed assessments. Different testing formats may pose varying challenges and present different barriers. Testing accommodations create equitable access to demonstrate knowledge depth, mitigating disability impacts. It is important that the accommodations do not provide an unfair advantage over classmates or alter the fundamental nature of a course or program. This section covers some common testing accommodations, though the list is not exhaustive. It is crucial for students and instructors to be aware of and understand necessary accommodations at the beginning of the semester, considering the course format—whether online, hybrid, or in-person. Certain accommodations may already be integrated into the course structure, while others may require individual arrangements. Ultimately, equivalent access is a shared responsibility between ACCESS, students, and faculty.

UNDERSTANDING OF ACCOMMODATIONS

Extended Time (1.5X, Double, other)

Students may require more time to complete a test for a variety of reasons. Generally, extended time is provided so students can demonstrate their knowledge level of the course material rather than the speed at which a student performs. This accommodation allows a time extension for exams, quizzes, computer-based testing, and other timed assessments. The extension increases the amount of time based on what the rest of the class is allowed when taking exams, quizzes, lab practical, and computer-based tests.

Extending your test to meet these times for the whole class is not an accommodation. These times are an extension from what the rest of the class receives.

Extended time is not intended to:

- Provide acceptance of late work
- Arrange alternate timelines for testing
- Limit the number of assessments due on a specific date
- Extended time does not mean “unlimited time” or “untimed tests”

Please note that a student's extended time is automatically calculated in AIM when an instructor creates/schedules an exam.

Proctor/Reader/Scribe

This accommodation allows the student to take exams, tests, and quizzes in a place where every attempt is made to limit noise and distraction. A proctor will administer an assessment, read the tests, scribe the answers, or both.

Some students are eligible to use an assigned proctor, or a computer formatted with adaptable software that can read exam materials aloud or dictate answers. Human readers will only read what is on the printed page and cannot be asked to interpret, define, explain, or reword questions. They may, however, repeat information when asked.

Scribes will write down verbatim what students have dictated. The scribe does not discuss course content or help the student with the organization of their thoughts. The scribe is not responsible for organizing or paraphrasing students' words or for correcting grammar and punctuation.

Computer for Testing

This accommodation allows the use of a computer for students to type exam answers and/or complete essay questions on examinations that would otherwise be handwritten. It may also be approved for students who need to use speech-to-text and/or text-to-speech software to transcribe or dictate exam content with an eReader.

Similarly, students needing to use a screen reader can be accommodated with a computer for testing. A screen reader is a software program that allows students who are blind or have low vision to read the content on a computer screen using a voice synthesizer or braille display. The user employs different combinations of keystroke commands to instruct the screen reader to read the information on the screen.

If a student is approved to use screen reader software for exams and other assessments, those documents must be provided in accessible digital formats such as Adobe's Portable Document Format (PDF) or Microsoft Word (DOC/DOCX). For exams conducted on Canvas, the platform's built-in reader available through the Canvas Accessibility Checker, can be used. This accommodation allows students to use a computer and headphones or earbuds. In these situations, we ask that instructors submit exams in either a Word doc or PDF format rather than a scanned copy so the software can "read" the content.

Students approved for a speller may also be approved to use a computer for testing so they can use the speller in Word or Grammarly unless it interferes with a course essential requirement.

The ACCESS office nor the Testing Center have the option to disable spell checkers.

Use of a Calculator

Non-graphing calculators are an accommodation approved for assessments when simple calculations are not an essential learning objective. Calculators may be used during exams in the ACCESS office if it is either an approved accommodation by their advisor or if the instructor has indicated on the instruction form that a calculator is an allowable material.

No Scantron

Instructors should consider alternatives such as allowing the student to provide their answers to any multiple-choice assignments, quizzes, exams, or tests on the test paper, scratch paper, or an enlarged printed paper answer sheet instead of a Scantron form.

The ACCESS office and the Testing Center staff will not complete scantrons for a student.

Formula Cards (aka Memory Aids) / Charts

A formula card or memory aid is a tool to trigger information that the student has studied but may have difficulty recalling due to processing deficits with memory, unless doing so fundamentally alters learning outcomes of the course. The student is responsible for creating the aid. A formula card does not contain answers to tests or compromise the exam's integrity. The instructor determines whether the information used is acceptable and if so, approves it prior to the exam.

Memory aids can contain acronyms, short phrases, pictures, schematic diagrams or mind maps, names, definitions, tables, charts or key terms and certain formulae. Styles of memory aids may vary. Generally, they can be written or typed, 10 or 12 font, on a large index card, OR up to one side of an 8 ½" x 11" sheet of paper. A memory aid is only allowed if it is pre-approved by the faculty member.

Memory aids are not:

- ✓ *Full course notes*
- ✓ *Answer sheets*
- ✓ *Substitutes for studying*
- ✓ *Open textbooks*
- ✓ *Step by step directions*

- When approved to use a formula card accommodation, the student must have the formula card approved by the instructor before the exam. Depending on the classroom policy, the instructor will decide whether the student can bring their own pre-approved card or if the instructor will provide the approved formula card directly to the ACCESS office. This can be done by uploading it to the AIM portal or delivering it in person to the ACCESS office.
- ACCESS will refer to the exam instruction form to determine if the student may keep the formula card, if ACCESS will store the formula card, or if ACCESS will hold the formula card for instructor pickup.
- If an instructor chooses to allow charts or specific documents for exams, this must be included on the instructional form. The instructor should upload a copy of the chart or

document in the AIM portal. It will be printed by the ACCESS office for the student to use on the day of the exam and will be picked up when the student completes the exam. Charts and other documents will not be allowed during an exam when not explicitly stated on an instructional form.

Specialized Tools

- Instructors need to be clear about the instructions and the materials the student can use.
- For lab exams or any exam, students might need to use specialized tools such as STEM activity kits, rocks for geology, and a personal laptop with course-specific software. If the exam is a lab practical, the student would need to communicate with the instructor to set a time and day to test and ensure their accommodations are implemented.
- It is the student's responsibility to make sure they have coordinated with their instructors regarding the specialized tools they would be allowed to use for their test.

TESTING INFORMATION AND POLICIES

Clinicals, Labs, Practicals, and Assessments with Hands-on Components

Typically, ACCESS does not provide a Proctor/Reader/Scribe directly in the classroom to avoid disruptions and confidentiality concerns. However, some adaptable solutions (which can be done during regular testing, privately, or with a group of ACCESS students) a student and a professor might consider are:

- Professor-assisted: Arrange for the student to take the test in the lab with the professor reading the questions.
- Pre-recorded Questions: Use a digital device with pre-recorded questions for the student to listen to via headset/earbuds. Ensure questions are clearly numbered to correspond with the specimens or samples. Questions must be numbered so the student can identify

the specimen/sample/item when they hear, "Question 1, identify the sample. Question 2, what is the ..."

- Consider uploading these recordings to Canvas for easy student access.
- Use a Word document with a read-aloud feature that the student can hear using earbuds/headset.
- Assistive Technology: Allow the use of a scanning app or a "reader pen" for text-to-speech functionality. For exceptional circumstances a reader pen with earbuds can be checked out from the ACCESS office as a loaner.
 - The student may coordinate with the ACCESS office on their campus to check out a Reader Pen for up to three days at a time for exams throughout the semester.

Universal Designed Accessibility

To enhance accessibility with universal design principles, here are some additional tips that can be recommended to professors:

- Keep sentences concise to simplify reading.
- Combine written, verbal, and visual instructions.
- Adjust the font size, spacing, and style. The Comic Sans font in a larger size, with increased letter spacing and a blue background or overlay, can be particularly helpful for some students.

No Show Policy

After attempting to make contact with the student, the following will happen:

- The exam will be marked as a no-show in the AIM system by the end of the day, which will trigger a notification to both the instructor and the student.
- The student must submit a new exam request. Rescheduling often requires students to negotiate with their instructors to find a new date or time for the exam. However, based on their disability (such as mental health conditions or chronic illnesses), some students may be allowed to reschedule exams if they experience a flare-up of their condition on the exam day.

Office Closed for Emergency

If Collin College closes due to an emergency or inclement weather, upon campus reopening, the ACCESS office will coordinate with the student and instructor to reschedule any exam missed due to the campus closure. The ACCESS office will update the AIM portal with the rescheduled time and date.

If the ACCESS office is unable to contact the student following a return to campus, the exam will be canceled in AIM and the student and instructor will be notified. After the instructor is notified, the student must coordinate with the instructor on a new date and time for the exam. If the professor allows the student to retake the exam in the ACCESS office, the student will need to follow test scheduling procedures which require 3 business days' advance notice.

Late Exam Request

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), every attempt must be made to accommodate a student with disabilities. ACCESS will work with the student and faculty to attempt to accommodate a late request when possible. However, this does not guarantee that the student will be accommodated.

If a student finds themselves past the deadline to submit a request to test at the ACCESS Office, some options the student and faculty can explore are:

- Testing Center: the student should speak with their professor about the possibility of taking the exam at the Testing Center. However, this alternative limits the accommodations to extra time and testing items.
- Extended Testing Date: the student should discuss with the professor the option of rescheduling the exam for a later date that falls within the deadline to test at the ACCESS office.
- In-Class or Office Testing: a professor may volunteer to proctor the exam in the classroom or their office if they are available. Note that this is up to the professor's discretion as time and space constraints may limit this option.

Late requests will be considered on a case-by-case basis and are contingent on space and availability. Acceptable reasons for late approval may include delays from the professor in completing the AIM Testing Agreement, last-minute testing scheduled by the professor, and other similar circumstances. If the ACCESS Testing Coordinator is unavailable, students should be directed to contact the Director of ACCESS.

Exam Not Received

The ACCESS office will make multiple attempts to contact instructors to get copies of student exams in advance.

- When a student's request to take an exam in the ACCESS office is approved, instructors receive an email notification from the AIM system. The email prompts professors to upload a copy of the exam and exam instructions.
- If an instructor has not uploaded the exam 3 days before the exam date, a member of the ACCESS office will send an email reminder through the AIM portal, prompting the instructor to upload the exam.
- If the instructor has not uploaded the exam at that point, a member of the ACCESS office front desk staff will reach out to the instructor directly through email.
- The day before the exam and the day of, the ACCESS office will call and text message the phone numbers on file. If no response is received, an ACCESS office staff member will follow up with the instructor's Associate Dean, informing them of the urgent nature of the request.
- If at this point the ACCESS office has still not received a copy of the exam, the student will be informed that it needs to be rescheduled.

Exceptions and Alternative Methods

- Departmental Exams: These will be hand-delivered and handled by the ACCESS office that will secure them. The exam will be picked up by the instructor at the ACCESS office.
- Alternative Upload Methods: While uploading exams electronically to the AIM portal is preferred for its convenience and safekeeping, the ACCESS office can also accommodate

receiving exams hand-delivered or via email, if necessary, under exceptional circumstances.

ACCESS Testing Standards for Academic Integrity

If academic dishonesty is suspected or unapproved items are found during a testing session, the session will be stopped immediately. The student will be notified that they were caught cheating. The instructor will be notified, and an incident report filed in the AIM portal. If the instructor cannot be reached, the testing session will be terminated. The consequences for the student will be determined by the instructor.

ACCESS TESTING - FACULTY RESPONSIBILITIES

Faculty members play a crucial role in ensuring that students' testing accommodations are effectively implemented. Faculty must provide the accommodations listed in the Letter of Accommodation (LOA) for both classroom activities and exams. They should familiarize themselves with the LOA, the ACCESS AIM Testing Contract, and the specific accommodations listed. Providing accurate exam dates and times in the syllabus and discussing arrangements with students when receiving their Letter of Accommodation helps plan accommodation arrangements ahead of time.

To ensure a smooth and supportive testing experience for students with accommodations, faculty are responsible for:

- **Maintaining Confidentiality:** Keep student testing accommodations confidential. Do not discuss students' disabilities and necessary accommodations in the presence of others unless required by law or authorized by the student.
- **Understanding Procedures:** Familiarize themselves with the AIM Faculty Manual and ACCESS Testing procedures.
- **Collaborating:** Work with ACCESS and the student to determine how accommodations will be provided in a particular class.

- Submitting Testing Agreements: Complete and submit the Alternative Testing Agreement in the AIM faculty portal promptly if the student will be testing at the ACCESS office.
- Considering Alternate Times: Be flexible with test scheduling, especially if the course exam occurs outside the ACCESS office hours. Exams may need to be scheduled either 24 hours before or after the original exam time/day to accommodate student course schedules or staff availability.
- Exploring Alternate Options: Find solutions for exams with specific software or components that may limit test administration at the ACCESS office or the Testing Center.
- Identifying Testing Locations: Determine whether the student will use the Testing Center or ACCESS office. If the instructor proctors the exam in a designated space, ensure it is free of additional barriers. Inappropriate locations include hallways, shared offices, or busy spaces (e.g., ringing phones, foot traffic).
- Uploading Exams: Upload the exam in the AIM faculty portal in a timely manner, ideally at least 48 hours in advance, to ensure coordination and administration within agreed times.
- Providing Accessible Materials: Ensure handouts, charts, videos, and other exam materials are in accessible formats.
- Specifying Instructions: Include detailed exam administration instructions in the AIM faculty portal, specifying materials permitted for the student not listed in the LOA.
- Providing Contact Information: Give the best method of contact during exam administration.
- Referring Students: Direct students to ACCESS when necessary.
- Consulting with ACCESS: Seek assistance from the ACCESS office if the accommodation seems unreasonable or if there are difficulties understanding or implementing them.
- Maintaining Communication: Stay connected with ACCESS regarding any difficulties or complications with accommodated exam administration.

HOW DO I LOG INTO ACCESS AIM PORTAL?

There are two (2) ways to reach the ACCESS AIM portal login link:

ONE

Navigate to the ACCESS webpage at:

- <http://www.collin.edu/studentresources/disabilityservices/index.html>
- On the homepage, select "AIM Login (students/faculty and staff)"



Accommodations at Collin College for Equal Support Services (ACCESS)

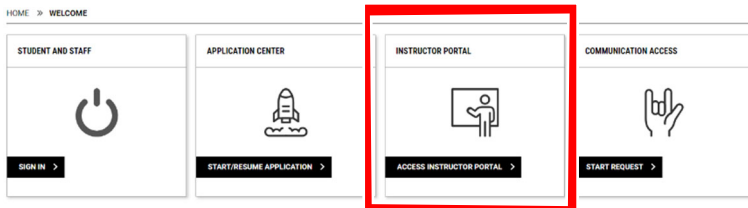
Disability Services/ACCESS Contact Information:

Email: access@collin.edu

Phone: 972.881.5898

[AIM Login \(students, faculty, and staff\) >](#)


- Click on "Access Instructor Portal"



- Complete by entering your OneLogin username and password and click "Continue."

A screenshot of the OneLogin login interface. At the top left is the Collin College logo. Below it is a status bar that says "Connecting to AIM". The main form area has a "Username" label followed by a text input field. Below the input field is a checkbox labeled "Remember my username". At the bottom of the form is a blue button labeled "Continue".

- Click on [CONTINUE TO VIEW STUDENT ACCOMMODATIONS](#) to reach the ACCESS HOME page.

 ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)


Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

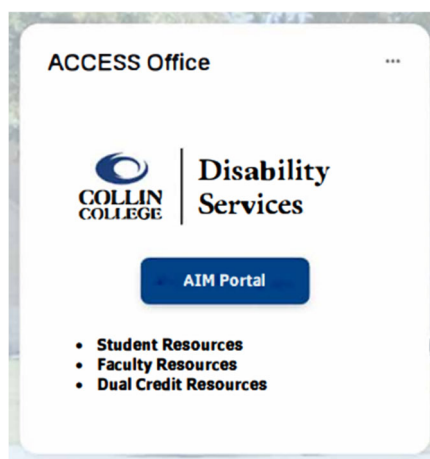
CONTINUE TO VIEW STUDENT ACCOMMODATIONS > 

TWO

COMING SOON – Fall 2024!

You will be able to navigate to your CougarWeb Login at www.collin.edu to find the ACCESS Office Widget.

- Click on AIM PORTAL to login.



WHAT IS THE ACCESS ALTERNATIVE TESTING CONTRACT?

- The Alternative Testing Contract is designed to provide the ACCESS Office with some basic information on how faculty want their exam to be administered.
- Alternative Testing contracts must be completed once per semester.

*****Only one Alternative Testing Contract needs to be completed per class section. If you have already completed a contract for one ACCESS student, it will apply to all ACCESS students in the same section. Once you complete the contract, you will not be asked to fill it out again, even if another ACCESS student sends you their accommodation letter (assuming those students are in the same course section).***

WHEN NOT TO FILL OUT THE ALTERNATIVE TESTING CONTRACT:

- When there is no required testing (such as exams, quizzes, etc.).
- When you are teaching a dual credit course located on a high school campus.

*****Please complete the contract even if the exams are online, as you might have an ACCESS student who would be better served in our office due to their specific accommodations.***

HOW DO I COMPLETE THE ACCESS ALTERNATIVE TESTING CONTRACT?

When a student approves their accommodations and has elected to use their testing accommodations, the letter sent to their professor will contain a **red-framed box** with links that will take faculty directly to the Alternative Testing Contract.

Please complete the [Alternative Testing Contract](https://rainier.accessiblelearning.com/Collin/Instruction.aspx?ID=34118&CID=214178&Key=zTbr4L6y) (or copy and paste the following link to your browser: <https://rainier.accessiblelearning.com/Collin/Instruction.aspx?ID=34118&CID=214178&Key=zTbr4L6y>), you will need to complete it before students can schedule exams.

For exams administered through an online platform, please refer to the following link for guidance on calculating appropriate exam length for students with extended time and frequent breaks.

[Online Platform Exam Calculator](#)

If you are teaching a Dual Credit course that is located on a high school campus, you do not need to complete the contract.

If you have any questions, please contact the ACCESS Office at 972-881-5898.

Please fill out this contract at your earliest convenience. Students must give at least three (3) business days' notice (five (5) if using a reader/scribe) when scheduling exams in the ACCESS office.

Faculty should answer the three questions in the box labeled **LIST OF QUESTIONS** and fill in with a contact phone number in the box labeled **CONTACT INFORMATION**. Once completed, click on **SUBMIT AND CONTINUE TO SPECIFY EXAM DATES** when done.

Please note that the questions in the Alternative Testing Contract can be viewed by students so *DO NOT* include any student names, ID numbers, or your personal contact information (i.e., cellphone).

COURSE INFORMATION Course: VNSG 1304.001 - FOUNDATIONS OF NURSING (CRN: 3-481713) Information Regarding Alternative Testing Contract Please look over the details of this agreement and contact the main ACCESS Office (972-881-5898) before completing this form if you have any questions or concerns.	LIST OF QUESTIONS If a student has questions about the exam while testing and we are unable to reach you, what should we instruct the student to do? * <input type="text"/> Is the student allowed to begin their test prior to the scheduled time as long as it is on the same day? * <input type="radio"/> Yes <input type="radio"/> No How would you like to handle a student's request to reschedule the test on exam day? * <input type="checkbox"/> The student is allowed to reschedule. <input type="checkbox"/> The student is not allowed to reschedule. <input type="checkbox"/> The student must contact the professor through email for approval.
FORM SUBMISSION	
SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >	

If the TESTING CONTRACT is not filled out in a timely manner, the student is unable to schedule their exams in the AIM portal.

Once the Alternative Testing Contract has been submitted, the next page will give faculty an opportunity to create/submit future exam details (testing dates), fill out the Exam INST form, and upload exam files (if applicable). If faculty are not prepared to do the above at this time, then they are done for now and may exit the AIM portal.

HOW DO I CHANGE/UPDATE THE ALTERNATIVE TESTING CONTRACT?

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- At the top of the page select ALTERNATIVE TESTING CONTRACT.
- Scroll down to select the course to update and click on the blue link [View/Modify Testing Contract](#).
- The next page will be the Alternative Testing Contract for that course/section.
- Make the changes/updates and submit by clicking on UPDATE AND VIEW EXAM DATES.

HOW DO I KNOW IF AN ACCESS STUDENT SCHEDULED AN EXAM?

To accommodate the testing needs of ACCESS students and to provide quality service, the ACCESS office requires students to schedule their exams at least three (3) business days in advance of their testing needs (five (5) if student needs a proctor/reader/scribe). This excludes weekend days (Saturday/Sunday), national holidays (as recognized by Collin College), and campus/district closures. ***If these procedures are not followed, testing in the ACCESS office is not guaranteed.***

If a student has submitted an exam request to the ACCESS office, the information will be displayed in the faculty's portal, under the Alternative Testing section. It is still the student's responsibility to request to test, even when faculty has not created an exam in the system.

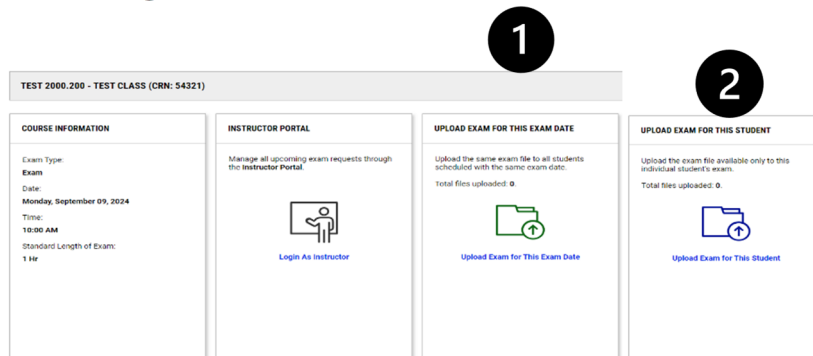
UPCOMING EXAMS SCHEDULED

Status	Detail	Proctor	Location	CRN	Subject	Course	Section	Full Name
<input type="checkbox"/> Approved	Detail	Not Assigned	PRC - ACCESS	54321	TEST	2000	200	John *****

[Review Exam Date Instructions](#)

Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.

- Scroll down toward the bottom of the page and find the section labeled UPCOMING EXAMS SCHEDULED.
- If the student has scheduled the exam, it will be listed there.
 - **Faculty are encouraged to review all the exam details and report any discrepancies to the ACCESS office.**
 1. Exam discrepancies may include but are not limited to exam date, time range, type, location, or status of the exam. These details may differ from what is listed on the syllabus or already scheduled in AIM by instructors.
 - If a student's name is not listed, the student has not yet submitted an exam request.
 - You may also see it listed with a status of "Processing."
- Faculty will also receive an AIM generated email once an exam has been approved.
 - That email will also include links to direct faculty to upload an exam (if applicable).
 - You have two (2) options on how to upload the exam:
 1. You can upload the exam by date – this is helpful if you have several ACCESS students testing on same date.
 2. You can upload the exam by student – this works if you only have one ACCESS student in the class or the exam date is different from when the class is testing.



- **Please note that students can request/schedule an exam even when Faculty have not created the exam in the system.**

Faculty have the opportunity to schedule exams, complete the INST forms and upload exams at the same time that they complete the ACCESS Alternative Testing Contract. If none of this

was completed at that time, then faculty is responsible for creating/scheduling their exams in the AIM portal at least three (3) business days prior to the test administration. This would involve completing the exam details, exam INST form and uploading exams (if applicable). This time frame is necessary to give the ACCESS office time to assign an appropriate number of staff such as proctors, readers, or scribes; to prepare exam materials; and to convert the exam to an alternative accessible format, if needed.

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- At the top right corner, select ALTERNATIVE TESTING CONTRACT
- The next page will list the courses that you teach.
 - Select the course that you want to schedule by clicking on the blue link [View/Modify Alternative Testing Contract](#).
 - The next screen will take you to the ALTERNATIVE TESTING CONTRACT that was filled out for that course.
 - Above you will see a blue link, [LIST EXAM DATES](#). Click on that.
 - You will now see several boxes that need to be filled out:
 - EXAM DETAIL
 - LIST OF EXAM INSTRUCTION QUESTIONS
 - UPLOAD EXAM FILE (if applicable)
 - Once these boxes are filled out, click on SAVE EXAM DATE located at the bottom of the page.
 - You can continue to do this for all exams, quizzes, midterms, and final that are scheduled for this course. Remember to submit each request by clicking SAVE EXAM DATE.
 - Faculty can create testing dates in AIM without uploading an exam file if it is not available at that time or if it is a departmental exam. Please see instructions in next section.

EXAM DETAIL

- **TYPE** - choose from
 - Exam
 - Final
 - Midterm
 - Quiz
- **DATE** - this is for date of the exam
- **TIME** - the time this exam should start
- **STANDARD LENGTH OF EXAM** (in minutes) – this is the amount of time the class is given to take the exam
 - ***This time frame DOES NOT include the student's extended time accommodation*** as that is calculated automatically in AIM.
- **ADDITION NOTE for STAFF** - Only staff will be able to see what is in this box. This is a good opportunity to:
 - list the best phone number to reach you should the student have additional questions that cannot be addressed during the test or
 - additional information that the ACCESS office may need to know.

EXAM DETAIL

Type * :
 ▾

Date * : ⓘ
 ⓘ

Time: ⓘ
 ▾ ▾

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ⓘ

EXAM DATE INSTRUCTIONS

Please answer ALL questions.

- Allowable materials for test - in the Additional Comment box, please include any items that are not listed but allowed such as scratch paper. If the item is not checked or listed in the box, the student will not be allowed to use it.
- If a specific calculator is required or not allowed, please also list this in the Additional Comment box.
- If the exam is online, please let us know the location – CANVAS or other software program. The ACCESS office needs to be sure that the required software is available on our testing computers.
- It would also be helpful to know if the student can or will need to use their laptop for the online exam, if applicable.



EXAM DATE INSTRUCTIONS
<p>Please select allowable materials for test:</p> <ul style="list-style-type: none"><input type="checkbox"/> Notes<input type="checkbox"/> Textbook<input type="checkbox"/> Calculator<input type="checkbox"/> Dictionary<input type="checkbox"/> Formula Chart<input type="checkbox"/> Highlighter<input type="checkbox"/> N/A<input type="checkbox"/> Other (Additional Comment Required) <p>Additional Comment:</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>If you are allowing the student to use a calculator, do you require any of the following?</p> <ul style="list-style-type: none"><input type="checkbox"/> Clear In<input type="checkbox"/> Clear Out<input type="checkbox"/> Clear in and Out<input type="checkbox"/> N/A
<p>Will the test be online? If so, please note where the test will be located and if administered using a lockdown browser.</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes (Additional Comment Required)<input type="checkbox"/> No <p>Additional Comment:</p> <div style="border: 1px solid black; height: 40px;"></div>
<p>Does the online exam have a password? If so, please enter it below.</p> <ul style="list-style-type: none"><input type="checkbox"/> Yes (Additional Comment Required)<input type="checkbox"/> No<input type="checkbox"/> N/A <p>Additional Comment:</p> <div style="border: 1px solid black; height: 40px;"></div>

- If a student is approved for *frequent breaks*, the ACCESS front desk staff or assigned proctor will stop the clock to pause the extended time while the student manages their disability-related symptoms in the testing space or nearby restrooms.
- The clock resumes when the student returns to the testing space
- This time is monitored through a check-in/check-out form.

- The ACCESS AIM Exam Calculator can be used to incorporate additional time due to the frequent break accommodation for online exams.
 - Please go to <https://rainier.accessiblelearning.com/Collin/Calc.aspx>

- If no information is given on how to return an exam, the exam will be uploaded to the AIM portal.

- Please be sure to provide the date the test is to be administered by – as this helps determine whether the student can reschedule if permitted by the Alternative Testing Contract.

<p>Is the student allowed to have the password?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p>If the student is approved for frequent breaks, and the exam is on an online platform, have you used the online platform exam calculator to calculate the total exam length? (Please refer to the Online Platform Exam Calculator)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>
<p>Will your test require a scantron or bluebook? And if yes, please provide which version.</p> <p><input type="checkbox"/> Yes (Additional Comment Required)</p> <p><input type="checkbox"/> No</p> <p>Additional Comment:</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<p>How would you like the exam/scantron/bluebook returned to you?</p> <p><input type="checkbox"/> Uploaded to faculty portal</p> <p><input type="checkbox"/> Pick-up in ACCESS</p> <p><input type="checkbox"/> N/A</p>
<p>Please provide a date the test is to be administered by:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>May we give the test deadline to the student?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

UPLOAD EXAM FILE

Here is where you can upload the exam and other items for the test if needed. If this exam is online, no need to continue with this box.

- Instructors need to upload paper exams.
- Please **DO NOT** drop off exams in the ACCESS office.
 - The only exemption here belongs to Departmental Exams.
 - However, the ACCESS office can also accommodate receiving exams hand-delivered or via email, if necessary, under exceptional circumstances.


If you have additional concerns about uploading exams in AIM, please contact the ACCESS front desk, or our ACCESS Support Services Coordinator, to discuss further options.

Once you are finished, click on **SAVE EXAM DATE** to submit the exam.

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Select File: 

No file chosen



FORM SUBMISSION

If the instructor does not have the exam ready when creating the Exam Date, the option to submit later is available. This is used only for exams that would be taken on paper in the classroom. Instructors can also upload additional items (if applicable) for the exam or the student's testing accommodations (such as Formula charts, periodic tables, and such).

OPTION ONE - Upload Exam via Student Exam Request:

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- If the student has already scheduled the exam, you will see it listed below (scroll down the page).
 - Please make sure to review all the details of the exam the student has scheduled and that they meet with your approval.
 1. If not, please contact the ACCESS office to discuss those details.
 - Make sure that the Status of the exam is **Approved**.
 - Click on the tiny box in the first column (next to Status column)
 - Open the yellow box labeled UPCOMING EXAM FILE UPLOAD.
 1. Give the exam a File Title (Name)
 - It would be helpful if faculty would include TEST NAME in the file name as the ACCESS office uses that information to cross reference the student's test request.
 - We understand that faculty may teach more than one course, and this helps make sure the correct test is uploaded for the student.
 2. Select the file to upload
 3. Click on UPLOAD FILE
- ***Please note, uploading an exam to a student's test request does not complete the process. Instructors still need to go in and complete the Exam Detail and INST form for this exam to be completely ready to administer.***

UPLOAD EXAM FILE




Note: Exam files can be added on a continual basis.

File Title:

Select File: ⓘ

No file chosen

- Faculty will also receive an AIM generated email once an exam has been scheduled by the student **and** approved by ACCESS.
 - That email will also include links to direct faculty to upload exams.

TEST 2000.200 - TEST CLASS (CRN: 54321)			
<p>COURSE INFORMATION</p> <p>Exam Type: Exam</p> <p>Date: Monday, September 09, 2024</p> <p>Time: 10:00 AM</p> <p>Standard Length of Exam: 1 Hr</p>	<p>INSTRUCTOR PORTAL</p> <p>Manage all upcoming exam requests through the Instructor Portal.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; color: blue; font-size: small;">Login As Instructor</p>	<p>UPLOAD EXAM FOR THIS EXAM DATE</p> <p>Upload the same exam file to all students scheduled with the same exam date.</p> <p>Total files uploaded: 0.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; color: blue; font-size: small;">Upload Exam for This Exam Date</p>	<p>UPLOAD EXAM FOR THIS STUDENT</p> <p>Upload the exam file available only to this individual student's exam.</p> <p>Total files uploaded: 0.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; color: blue; font-size: small;">Upload Exam for This Student</p>

OPTION TWO - Upload Exam via Faculty created/scheduled exam:

This option is available if you have already created/scheduled the exam date(s) during the original phase of filling out the ALTERNATIVE TESTING CONTRACT.

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- At the top right select ALTERNATIVE TESTING CONTRACT.
- The next page will list the courses you are currently assigned to teach.
 - Select the course that you would like to schedule an exam for by clicking on the blue link [Specify Alternative Testing Contract](#).
- The next page will take you to the original Alternative Testing Contract page.
 - Among the blue links at the top of the page, please select [LIST EXAM DATES](#).
 1. Look for the date of the Exam.
 2. Choose [Modify](#) – as this will lead you to the UPLOAD EXAM FILE box.
 3. If you choose [Delete](#) here – this option will remove the exam details that have already been input.

LIST EXAM DATES							
Modify	Delete	Type	Date	Time	Length	Exams Uploaded	Exam Instruction
Modify	Delete	Exam	Monday, September 09, 2024	10:00 AM	60		Yes

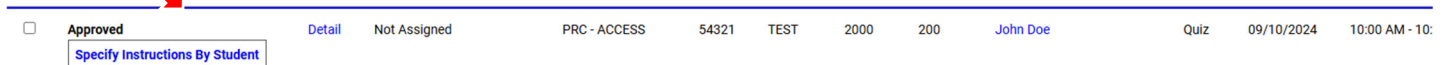
- You should now see all three boxes that should be filled out for the exam:
 1. EXAM DETAILS
 2. LIST OF EXAM DATE INSTRUCTIONS
 3. UPLOAD EXAM FILE
- Once the exam is uploaded, click on the SAVE EXAM UPDATE button at the bottom to complete this procedure.
- Your exam is now ready to be administered through the ACCESS office.

You will need to fill out an Exam Detail for each Exam. Exam details must be completed to give a location for the INST form and exam to be linked to each other. An exam cannot be scheduled without completing this section.

Please remember, ACCESS students need to request testing in advance if they need a reader or scribe) prior to the testing date. However, students can and are able to request testing before a professor puts in the exam detail.

IF THE STUDENT HAS ALREADY SCHEDULED THE EXAM:

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- Scroll down toward the bottom of the page and find the section labeled UPCOMING EXAMS SCHEDULED.
- The student's scheduled exam will be listed here.
 - Faculty are encouraged to review all the exam details and report any discrepancies to the ACCESS office.
 - The exam should have a status of APPROVED.
 - Below the APPROVED status you will see a box with a blue link [Specify Instructions By Student](#).
 - Once you click on that link it will take you to the next page with two boxes:
 - EXAM INFORMATION
 - These details are already filled out since the student schedule the exam first.
 - Please make sure these details are correct.
 - INSTRUCTIONS BY STUDENT
 - This is the INST form that needs to be filled out.
 - Once the INST form is completed, click on UPDATE EXAM INSTRUCTION.



- After the update, instructors will return to the ALTERNATIVE TESTING page and see a new box under the APPROVED status of the exam.
 - The new box [Review Instructions By Student](#) gives instructors the opportunity to modify the INST form if needed.



IF THE EXAM DETAILS (exam dates) HAVE ALREADY BEEN FILLED OUT:

- Select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
- At the top right corner, select ALTERNATIVE TESTING CONTRACT.
- The next page will list the courses that you teach.
 - Select the course that you want to schedule by clicking on the blue link [View/Modify alternative Testing Contract](#).
 - The next screen will take you to the ALTERNATIVE TESTING CONTRACT that was filled out for that course.
 - Above you will see a blue link, [LIST EXAM DATES](#). Click on that.
 1. Look for the date of the Exam that you want to upload the exam to.
 2. Choose [Modify](#) – as this will lead you to the LIST OF EXAM DATE INSTRUCTIONS box.
 - You should now see all three (3) boxes that should be filled out for the exam:
 1. EXAM DETAILS
 2. LIST OF EXAM DATE INSTRUCTIONS
 3. UPLOAD EXAM FILE (if applicable)
 - Once all the three (3) boxes have been filled out, click on the SAVE EXAM UPDATE button at the bottom to complete this procedure.
 - Your exam is now ready to be administered through the ACCESS office.

HOW DO I RETRIEVE A COMPLETED EXAM?

Upon completion of a student's exam, the instructor will receive an initial auto-generated email, notifying them that their student has completed their exam. This email will include the student's exam start/end time.

Hello Professor,

This is a courtesy email being sent to inform you a student in your class has completed their exam in the ACCESS Office.

The student's completed exam is now available.

If you selected on the Exam Instructions that you will pick up your exam in the ACCESS Office, please reply to this email when you plan on picking it up and please include the student's name and course number. **You will need to show photo ID when you pick up the exam.**

If you requested to have the exam uploaded to your Faculty AIM portal, you will receive a follow up email when it has been uploaded.

If the exam was online and nothing needed to be scanned or picked up, you will not need to review a hard copy test in your portal.

Instructors have several options on how to pick up their completed exam:

- In-Person
- AIM portal
- Online (if it is an online exam)

IN-PERSON


- To maintain test security, if an exam is to be picked up from the ACCESS office in-person, we ask that Instructors be prepared to show a form of identification (Collin ID, Driver's license, or passport).
- This is due to front desk staff rotation between all campuses (staff may not recognize an instructor).
- Instructors will be asked to date and sign off on the INST form to receive the test.

Exam Pick Up

Professor Signature

AIM PORTAL

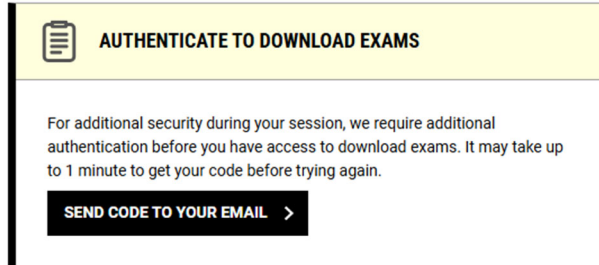
- If this option is selected through the exam INST form, instructors will receive an additional auto-generated email once the upload is complete.
- Next, select ALTERNATIVE TESTING on the left side bar in the Faculty AIM portal.
 - You will see the exam scheduled now has a **COMPLETED** status.



Status	Detail	Proctor	Location
Completed	Detail	Not Assigned	PRC - ACCESS

[View File](#) ▾

- On this same page, instructors need to locate the box labeled AUTHENTICATE TO DOWNLOAD EXAMS. Click on SEND CODE TO YOUR EMAIL.

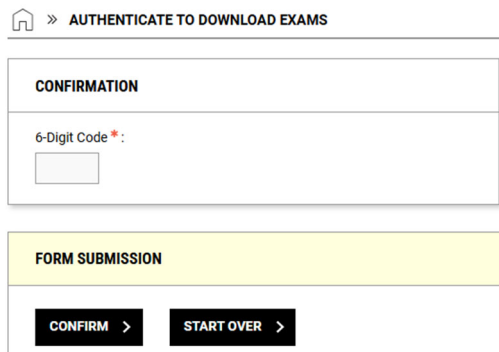


AUTHENTICATE TO DOWNLOAD EXAMS

For additional security during your session, we require additional authentication before you have access to download exams. It may take up to 1 minute to get your code before trying again.

[SEND CODE TO YOUR EMAIL >](#)

- Instructors will then see a page asking for a 6-digit verification code.



» AUTHENTICATE TO DOWNLOAD EXAMS

CONFIRMATION

6-Digit Code*:

FORM SUBMISSION

[CONFIRM >](#) [START OVER >](#)

- Please check your email for the verification code.
 - Instructors will have about a 10-15-minute window to submit the verification code.
 - If instructors miss this window, they will need to start over and request another code.

Verification Code: [694285](#)

Code Expires on: **08/21/2024 at 08:25 PM**

Important Note: If you did not request this verification code, please contact our office as soon as possible.

Collin College
ACCESS Office
Main Phone: 972-881-5898
Dual Credit Information: 972-553-1161
Email: ACCESS@collin.edu

**CONFIDENTIALITY NOTICE

- Once the verification code is submitted, you will need to click on **ALTERNATIVE TESTING** on the left side bar.
 - To retrieve the exam, please go to the top of the page and click on **COMPLETED FILES**.
 - You will then scroll down the page to see the exam listed and a blue **DOWNLOAD** link where the exam can be retrieved.



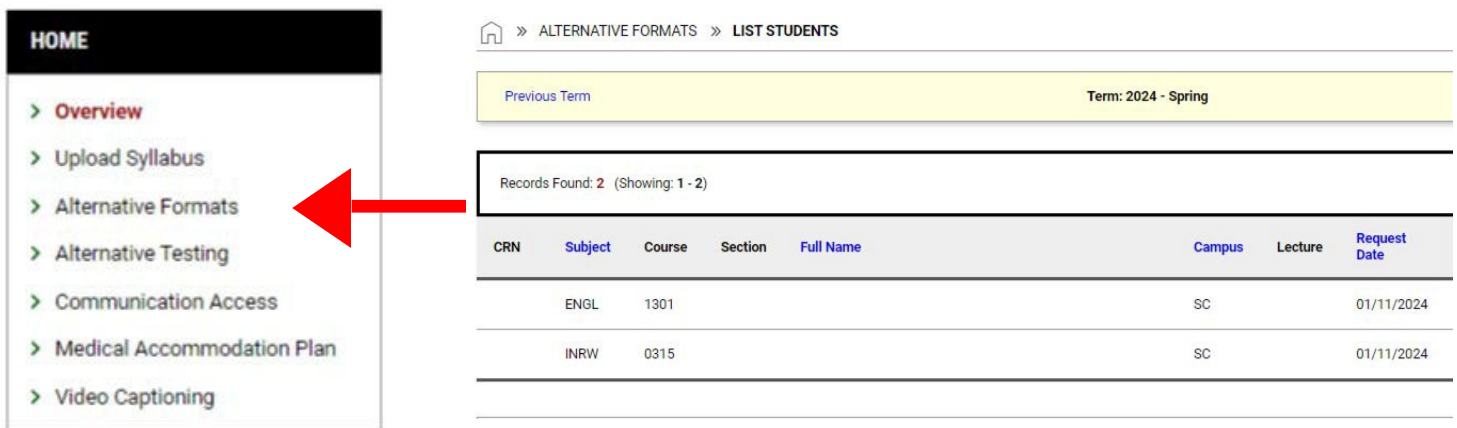
Records Found: 1 (Showing: 1 - 1) Show Per Page: 100 Page: 1

Download	Proctor	CRN	Subject	Course
Download	Not Assigned	54321	TEST	2000

ALTERNATIVE FORMATS

For students who have a print-related disability, alternative formats provide access to course materials. (“Print-related” applies to hard copy, digital copies, AND audio. Not all digital and audio copies are accessible!)

To see which students have requested the accommodation of alternative formats, under “Home” on the left-hand side bar, select “Alternative Formats.” For each course, the list of students using this accommodation will be displayed.



The screenshot shows a web interface with a left-hand navigation menu under the heading 'HOME'. The menu items are: Overview, Upload Syllabus, Alternative Formats, Alternative Testing, Communication Access, Medical Accommodation Plan, and Video Captioning. A red arrow points from the 'Alternative Formats' menu item to the main content area. The main content area has a breadcrumb trail: » ALTERNATIVE FORMATS » LIST STUDENTS. Below this is a yellow bar with 'Previous Term' on the left and 'Term: 2024 - Spring' on the right. Underneath is a section titled 'Records Found: 2 (Showing: 1 - 2)'. This section contains a table with the following data:

CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date
	ENGL	1301			SC		01/11/2024
	INRW	0315			SC		01/11/2024

It is the student’s responsibility to request textbooks and other course materials to be converted. (This can be a lengthy process, at times taking 75-100 hours to complete each book.) Students are encouraged to place requests as early as possible as a large number of requests come through each semester.

If you (or the student) have questions or concerns about your class material being converted to an alternative format please contact the ACCESS Office Alternative Format Coordinator (EMBristow@collin.edu).

To view students who have accommodations specific to a hearing diagnosis as well as list the accommodations please select “Communication Access” on the left-hand side under “Home.”

The screenshot shows a web application interface. On the left is a navigation menu under the heading "HOME". The menu items are: Overview, Upload Syllabus, Alternative Formats, Alternative Testing, Communication Access, Medical Accommodation Plan, and Video Captioning. A red arrow points from the "Communication Access" item to the right. On the right side, there is a table with a yellow header bar. The header bar contains "Previous Term", "Term: 2024 - Spring", and "Next Term". Below the header bar, it says "Records Found: 2 (Showing 1 - 2)" and "Show Per Page: 100" with a dropdown arrow, and "Page: 1". The table has the following columns: CRN, Subject, Course, Section, Full Name, Campus, Lecture, Request Date, and Request Type. There are two rows of data in the table.

CRN	Subject	Course	Section	Full Name	Campus	Lecture	Request Date	Request Type
ENVR		1402			CC		12/21/2023	Interpreter for Class
ENVR		1402			CC		12/21/2023	Interpreter for Class

IMPORTANT MESSAGE

Interpreting and Captioning Services are available for any college-related event. However, when scheduling meetings, offering extra credit to attend events, or posting assignments that might involve the tutoring or writing center, it is essential to remember that Deaf students must give the ACCESS Office **three business days' notice** to schedule an interpreter or captioner. To make sure that we are providing our Deaf students with equal access, please make sure you are giving them plenty of notice so that they can fill out the request with our office and receive services.

If you have any questions or concerns, please do not hesitate to contact me either by email at jhaapala@collin.edu, my office number (972) 578-5556, or text my on-call phone at (469) 318-9180.

MEDICAL ACCOMMODATION PLAN

This attendance accommodation is most frequently granted for a student who has a documented chronic health problem which occasionally causes him/her to be absent from class.

The ACCESS Office is committed to collaboration between the student and faculty. ACCESS staff are here to assist in defining reasonable parameters for this accommodation in order to establish a plan in advance. This will ensure that both the integrity of the course and any accommodations needs are met.

Faculty set their own attendance policies; this accommodation is simply a request for some flexibility in the policy. The amount of flexibility will depend on the nature of the class and whether class participation is a factor in the final grade.

***Students who are eligible for this accommodation are still responsible for completing all coursework.**

NOTE: A student with excessive absences in a class should consult with the instructor about dropping/withdrawing the course or receiving an incomplete grade when appropriate.

- You will receive an email with an agreement form that is to be completed in discussion with the student. ACCESS office staff are available to consult with instructors and students about how to establish parameters and how to implement the accommodation.

3. In-Class Participation ([Read More](#))

- MEDICAL ACCOMMODATION for Class
****REQUIRED**: You must log in to your Faculty AIM Portal within one week of receiving this email and complete the Medical Accommodation Plan Form."**

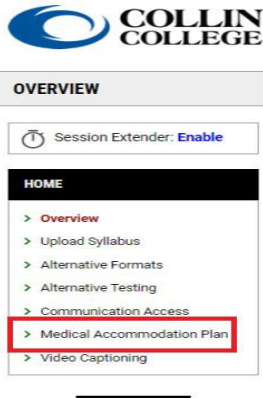
To log into the Faculty Portal

[Click Here](#)

For further information on this accommodation, click the link below.

http://www.collin.edu/studentresources/disabilityservices/Accommodation_Descriptions/AIMMedicallyRelatedAbsences.pdf

****REQUIRED**:** You must log in to your Faculty AIM Portal within one week of receiving this email and complete the Medical Accommodation Plan Form."



Faculty can see the status of each student's *Medical Accommodation Plan* by clicking on the following link under HOME on the left side bar on the Overview page.

- When faculty click on Medical Accommodation Plan, they will see a list of how many students are receiving this accommodation in their courses. Click on [View](#) to fill out the form.

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date	Completed Date
View	Not Initiated		54321	TEST	2000	200	John Doe			MEDICAL ACCOMMODATION for Class	08/15/2024	

- Faculty are presented with a structured form designed to capture essential details regarding the accommodation for medical absences. This form prompts faculty to specify the maximum allowable number of absences and establish clear guidelines on how and when students should notify them of any impending absences.

IMPORTANT MESSAGE

This module in AIM allows you and the ACCESS student with this accommodation to manage their Medical Accommodation Plan, supporting the interactive process and facilitating communication.

STUDENT REQUEST

Course Information:
SPCH 1311 - INTRO TO SPEECH COMM

Student:

Accommodation:
MEDICAL ACCOMMODATION for Class

Form Available On:
Monday, February 19, 2024

Primary ACCESS Advisor:

Status:
Not Initiated

LIST SYLLABI

[Upload Additional Syllabus and Manage All Syllabi](#)

No Records Found

OPTIONS

Available Options:

- **Copy to Other Requests in the Same Course:** This option will copy responses to other students in the same course with the same accommodation where the status of the Flex Plan is **Not Initiated**.
- **Copy to Other Requests in My Courses:** This option will copy responses to other students in **any course** with the same accommodation where the status of the Flex Plan is **Not Initiated**.

Action:
 Select One

LIST OF QUESTIONS

Select the maximum number of disability related absences allowed as an accommodation for this student for this course. (Do not restate the number of absences allowed for all students in the course.) *

Select One

Additional Comment:

The student will notify the instructor of a disability-related absence (or need for extension) by: *

- Canvas
- Collin Email Account
- Phone Number Listed on Syllabus

The student will notify the instructor within the following time frame. (A doctor's note is not required for disability-related absences.) *

- Within 24 hours of time missed (or due date)
- Within 48 hours of the time missed (or due date)
- Before the next course meeting
- Other (See Note Below)

Additional Comment:

Select a maximum number of days homework/assignments/projects due the day of the disability related absence may be turned in late. *

Select One

Additional Comment:

Homework/assignments/projects due the day of the disability related absence will be turned in following via the procedure outlined below. *

The procedure for making up a missed quiz, exam, or in-class graded assignment given on the day of a disability related absence is described below. *

FORM SUBMISSION

This accommodation is most frequently granted for a student who has a documented chronic health problem which occasionally causes them to be absent from an in-person class or unable to complete online work that is counted as attendance by the due date.

Students who are eligible for this accommodation are responsible for completing all coursework. This accommodation is not a "blank check" which allows students to miss a large number of classes for any given course.

The intent of this Agreement is to establish a plan of action prior to attendance becoming an issue. The Agreement should result in a clear understanding of expectations and responsibilities as to how the accommodation will be implemented.

Note for Online Courses: While attendance is usually not a factor for online courses, students granted this accommodation may need an extension of due dates for coursework due to the nature of the disability.

Please reach out to the student's Advisor if you would like assistance filling out this form.

I agree to the statement listed.

INITIATE AND REQUEST REVIEW >

BACK TO LIST >

- Once faculty complete the form, they will affirm their agreement by checking the designated box and proceed to click INITIATE AND REQUEST REVIEW. The form is then routed to the student's assigned ACCESS Advisor, who will carefully evaluate the information provided in the form, ensuring that it aligns with the student's approved accommodations.
- Subsequently, the advisor will forward the form to the student for review. At this stage, the student has the opportunity to carefully examine the terms outlined in the form and provide feedback. If necessary, the student may request modifications to better suit their needs or address any concerns they may have.
- This collaborative process continues until both the student and faculty reach a consensus on the terms of the Medical Accommodation Plan.

Faculty will be able to view the status of each student's plan through the Medical Accommodation Plan page. Examples include: not initiated, waiting for student response, completed, and others.

» MEDICAL ACCOMMODATION PLAN

IMPORTANT MESSAGE
This module in AIM allows you and the ACCESS student with this accommodation to manage their Medical Accommodation Plan, supporting the interactive process and facilitating communication.

Previous Term Term: 2024 - Spring Next Term

Records Found: 3 (Showing: 1 - 3) Show Per Page: 100 Page: 1

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lecture	Accommodation	Request Date
View	Waiting for Student Response	01/25/2024		SPCH	1311			WW		MEDICAL ACCOMMODATION for Class	01/12/2024
View	Completed	01/25/2024		SPCH	1311			HB		MEDICAL ACCOMMODATION for Class	01/15/2024
View	Not Initiated			SPCH	1311			WW		MEDICAL ACCOMMODATION for Class	02/19/2024

When needed, Collin College provides a committee review process to determine whether an accommodation of attendance might be a fundamental alteration or might alter an essential feature or requirement of your individual course. Please contact the ACCESS Office for information about this process.

QUESTION?

Collin College

ACCESS Office

Main Phone: 972-881-5898

Dual Credit Information: 972-553-1161

Email: ACCESS@collin.edu

