

Alternative Testing

with myDRS database

Contact Information

Testing Coordinator: Kali Wagner

drstest@uw.edu

206-221-9117

Common Accommodations

- Extra time: 1.5x, or 2x
- Use of a computer for typing
- Enlarged text
- Audio exams
- Reduced distraction environment
- Private room

2 Options for Alternative Testing

1. Arrange for testing accommodations in the department/classroom
2. Arrange for DRS to administer exams in the Testing Center

How to Arrange Testing in DRS Testing Center

Testing in 4 easy Steps:

1. Faculty Notification Letter
2. Testing Contract
3. Schedule Exams
4. Deliver exam to DRS

Step 1.

Faculty Notification Letter

Introducing the myDRS database

University of Washington/dashboard/

Welcome **Kali Wagner** [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

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 Do you have any questions? Contact our office:
Email: [Contact Us](mailto:uwdrs@uw.edu)
Phone: (206) 543 - 8924

OVERVIEW

Questions? Contact Us!
Please contact our office if you have any questions or concern.

Disability Resources for Students (DRS)
Mary Gates 011, Box 352808
Seattle, WA 98195-2808
Email: uwdrs@uw.edu
Website: <http://disability.uw.edu>
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

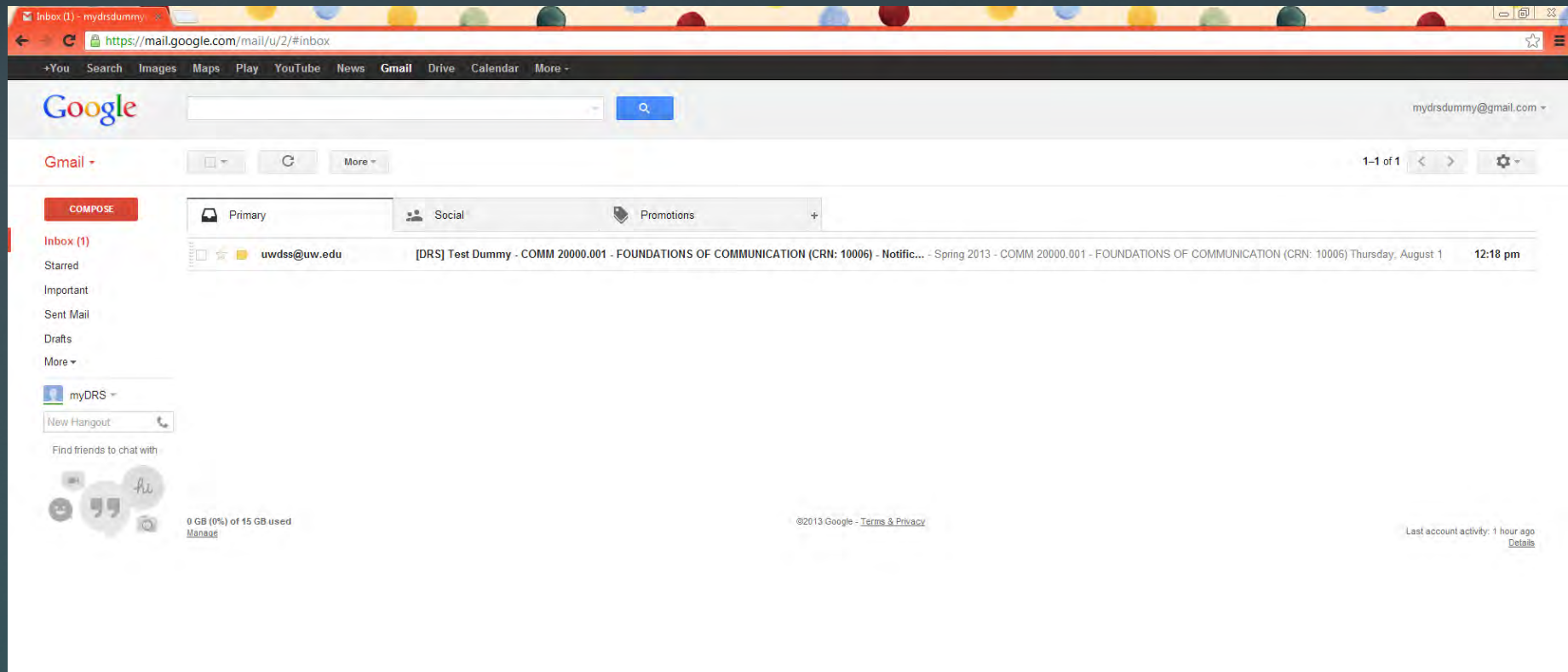
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Student requests that we email
Faculty Notification Letter to
you



Inbox x



uwdss@uw.edu <uwdss@uw.edu>

4:25 PM (11 minutes ago) ☆



to me ▾

Spring 2013 - COMM 20000.001 - FOUNDATIONS OF COMMUNICATION (CRN: 10006)

Thursday, August 15, 2013

Dear Kali,

The purpose of this memorandum is to confirm that Test Dummy (00 - 000 - 08) is a student with a documented disability enrolled the course indicated above, and to outline reasonable accommodations to ensure equal access to University activities. Consistent with Federal and state laws*, as well as best practices in the field of disability services, the student is eligible for the following accommodations and/or auxiliary aids while enrolled at the University of Washington:

1. Alternative Testing

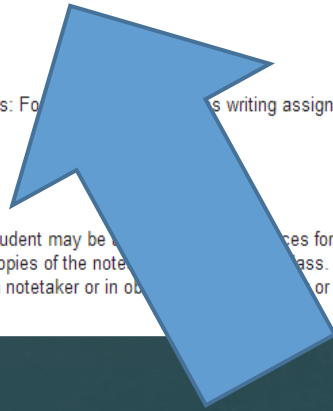
- Use of a calculator.
- Use of a computer for short answer/essay.
- Double time on all exams.

2. Classroom Access

- In-class writing assignments: For in-class writing assignments, or take-home assignments with a quick turn around time such as two or three days, please allow the student double time that allowed the class.

3. Notetaking Services

- Notetaking services: The student may be eligible for notetaking services for this course. If they have requested notetaking services, DRS will be recruiting notetaker volunteers from the class. These notetakers will work with DRS to provide copies of the notes to the student. DRS will attempt to secure notetakers before the quarter begins, however, if we are unable to find a volunteer, we will contact you to request your assistance in finding a notetaker or in obtaining a TA's notes.



The letter will indicate if the student has testing accommodations

If a TA or Course Coordinator will be arranging accommodations, you can ask DRS to add that person to the database so they will receive the system-generated emails.

Step 2.

Testing Contract
(replaces Gold Form)

Student arranges to meet with you to fill out Testing Contract.

(Testing Contract is accessible only through the student's myDRS account).

Alternate methods if needed:

1. Student fills out contract independently– you review the copy that is automatically emailed to you.
2. After submitting one contract, you ask DRS to copy the contract to other students in your class.



COMPOSE

Inbox

Starred

Important

Sent Mail

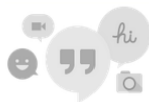
Drafts

More

myDRS

New Hangout

Find friends to chat with



drstest@uw.edu

This email was copied to: my.drummy@gmail.com team@accessiblelearning.com C...

4:15 PM (17 minutes ago)



drstest@uw.edu <drstest@uw.edu>

to me, Abraham

4:33 PM (0 minutes ago)



This email was copied to:

- my.drummy@gmail.com
- team@accessiblelearning.com

Class: COMM 20000.001 - FOUNDATIONS OF COMMUNICATION (CRN: 10006)

Student: Test Dummy

Type: DRS Testing Contract

Please review this contract as soon as possible. If you are having any problems viewing this contract, please copy and paste the following link into your internet browser:

- Approve Contract: <https://cascade.accessiblelearning.com/Washington/ContractApproval.aspx?ID=kkAicmDR4aLBTbD2dROUPLndkj61ogJwLCP&Key=sa27DyKA&Step=Approve>
- Need to Modify Contract: <https://cascade.accessiblelearning.com/Washington/ContractApproval.aspx?ID=kkAicmDR4aLBTbD2dROUPLndkj61ogJwLCP&Key=sa27DyKA&Step=Modify>

The contract below has been submitted and will be considered active unless modifications are requested. If you have multiple students enrolled in this class and would like DRS to apply this contract to the other students, please contact drstest@uw.edu.

Additional Information

Alternative Testing Contract Detail:

1. How will exams get to DRS?

Answer:

Upload exam to the secure DRS website at least 24 hours in advance

2. Allowances for exams? If none are specified, none will be allowed.

Answer:

- Open book

3. How would you like us to return your exams? If instructions differ per exam, please specify in text box.

Answer:

Prof/TA will pick up from DRS



Publishers Clearing House

People (3)

drstest@uw.edu

drstest@uw.edu



Show details

Ad

PCH



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Every time a contract is submitted , you will receive an emailed copy to approve or modify

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ALTERNATIVE TESTING CONTRACT CONFIRMATION

Class: COMM 20000.001 - Foundations Of Communication

MODIFYING ALTERNATIVE TESTING CONTRACT

You have selected to modify alternative testing contract. If this is not the case, use the "**Approve This Contract Instead**" button below to approve this contract. If you have any questions or concerns, please contact our office.

Disability Resources for Students (DRS)
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Changes Detail

Changes Note*:

Submit Changes

Approve This Contract Instead

Modify the contract by adding the new information to the “Changes Note” field



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ALTERNATIVE TESTING CONTRACT CONFIRMATION

Class: COMM 20000.001 - Foundations Of Communication**YOUR REQUEST TO MODIFY WAS SUCCESSFULLY SUBMITTED**

You have submitted changes to the alternative testing contract. Our staff has been notified and will contact you if you have any questions. In the mean time if you have any questions or concerns, please contact our office.

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Green check mark = good to go! DRS will implement your modifications.