

## Alternative Testing Guidelines for Faculty

The Office of Disability Services (DS) offers Alternative Testing for students with disabilities. The Testing Center will be utilized during times of high volume, such as Mid-Term or Final Exams. Procedures for Alternative Testing:

- Exams may be submitted by using [AIM](#) or be dropped off in person to DS.
- If the student will be taking a timed Canvas test, instructors must extend the time of the testing period on Canvas to allot for the student's accommodations.
- All exams need to be accompanied with an Alternative Testing for Disability Services form. Hard copies of the form are available in DS
  - Information that DS requires: instructor name, student name, final date the student may take the exam, time limit, items student is allowed.
- Exams must be picked up in-person by the instructor. Tests will not be released to any other faculty, student, or staff member. Alternatively, exams can be scanned and emailed to the instructor.
- Homework will not be collected or returned by DS.
- Faculty will be contacted when the test is completed or if the exam has exceeded the allotted date prescribed by the instructor.
- Exam dates may be extended at the instructor's discretion. To extend a date, please contact DS at 989-964-7000 or [disability-services@svsu.edu](mailto:disability-services@svsu.edu). Expired exams that are not picked up will be destroyed 2 weeks after the expiration date.
- To test, students need to make an appointment by using AIM. Directions on how to use this program can be found on the DS website under “Current Students.”
- In cases of inclement weather, instructors will be contacted by DS regarding date extensions. Once a date has been verified, instructors should confirm this date with their students who will need to reschedule their appointment.
- Disability Services and the Testing Center do not give class-wide or in-class exams.