


How to Fill Out OA Testing Information Form

1. Instructor receives email notification of students request (**NOTE:** If the student has provided incorrect information, you can respond to this email to notify OA Testing Center Staff)

[OA] Please Complete OA Testing Information Form

 Auburn - Office of Accessibility <noreply@bachelor.accessiblelearning.com> on behalf of oaexams@auburn.edu <oaexams@auburn.edu> Today at 9:12 AM
To: Nathan Waters

The student listed below has completed an exam request to have their upcoming exam or final proctored in the OA Testing Center. Faculty are encouraged to proctor their own exams, but if you need our assistance, you can provide us details of your exams for the whole semester by clicking on the link at the bottom of the email. You will only need to complete the form once, and the OA Testing Center will apply this information to any other student in your course that requests accommodations.

Class: FAKE 200.1- AIM for Beginners (CRN: X02)

Student: Aubie Tiger

Exam Type: Exam

Date: 01/26/2022

Time: 08:00 AM

Approved Accommodation(s):

- Extra Time 1.50x
- Reduced Distraction Testing Environment

PLEASE COMPLETE: OA Testing Information Form

Student is eligible for Alternative Testing services, please fill out oa testing information form for the student by using the following link: [oa testing information form](#) (or copy and paste the following link to your browser: <https://bachelor.accessiblelearning.com/Auburn/TestingAgreement.aspx?ID=15384&CID=93692&Key=blvYmMzc>). If you have filled a similar oa testing information form for another student in the same class, please do not hesitate to contact us or send us an email to copy the oa testing information form for the other students.

Please let us know if you have any questions.

Thank you,

OA Testing Center
1244 Haley Center
334-844-2096 (office)
334-844-2099 (fax)
oaexams@auburn.edu
<https://cws.auburn.edu/accessibility>

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. _2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. Do not forward or copy this message.

Reference Code: 173

2. Locate **RED** box at bottom of email. Click **OA Testing Information Form**

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3. Review Description and Instructions

ALTERNATIVE TESTING - OA TESTING INFORMATION FORM BY INSTRUCTOR	
Class: FAKE 200.1 - Aim For Beginners (CRN: X02)	
OA TESTING INFORMATION FORM DESCRIPTION	FACULTY / STAFF INSTRUCTION
<p>Type: OA Testing Information Form (Spring 2022)</p> <p>The OA Testing Information Form is used to facilitate approved testing accommodations in consultation with the student and instructor for the course. Instructors should first talk with the student to determine the best method for providing exam accommodations.</p> <p>Instructors can use this form to indicate the following:</p> <ul style="list-style-type: none">• There are NO exams in the course• The instructor or department will provide the testing accommodations• OA will provide the accommodations through the OA Testing Center	<p>Please read the following before completing this form.</p> <ul style="list-style-type: none">• This form must be completed in full before a student can be proctored by OA.• OA can apply this information to any student in your course that has submitted approved testing accommodations.• If you have online exams, there is no need to fill out this form. Extended time can be added through Canvas and the exams can be proctored through the Biggio Center (biggio1@auburn.edu) or virtual proctor (ProctorU, etc)• ***Requests to take make-up exams in the OA Testing Center are handled on an as-needed basis. It is the student's and instructor's responsibility to communicate with OA as soon as they are aware of the need for a make-up exam***

4. Instructor can indicate if they will be proctoring their own exams or NO exams in course

PROCTORING YOUR OWN EXAM
<p>If you plan to proctor your exams or have no exams, you can indicate this below and click confirm. There will be no need to fill out the OA Testing Information Form. Please notify the OA Testing Center if at any point during the semester you are no longer able to proctor exams. oaexams@auburn.edu or 844-2096.</p> <p>Type: <input type="text" value="Select One"/> <input type="button" value="Confirm"/></p>

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5. Complete form with information about your exams for the semester

OA Testing Information Form

1. **What are the required materials for your exam? (Click all that apply)**

Scantron (Note: students with the No Scantron accommodation will not be required to use a scantron).
 Blue Book
 Other (Specify Below)

Additional Note or Comment

2. **Do you allow any additional materials for your exam? OA proctor will not allow additional materials if none are specified. (Check all that apply)**

No additional materials
 Scratch paper
 Calculator (Specify Below)
 Open Notes
 Open Book
 Formula Sheet
 Index Card
 Other (Specify Below)

Additional Note or Comment

3. **List all exam dates for the entire semester according to your syllabus. This will help OA expedite future requests. Students will be expected to schedule exams with OA according to the list below. (EX: MM/DD) ***

4. **How will exam be delivered to OA? (Note: exams should be delivered to OA at least 24 hours in advance of exam)**

Instructor will upload exam to AIM system
 Instructor will email exam to oaexams@auburn.edu
 Instructor or department representative will deliver exam to OA Testing Center (1244 Haley Center)

Additional Note or Comment

5. **How should exam be returned?**

Instructor or department representative will pick up from OA Testing Center (1244 Haley Center)
 OA will scan and email completed exam to the email address below. (Note: Paper copy will be held in secure location and will be shredded shortly after the end of the current semester) (Specify Below)

Additional Note or Comment

6. Provide exam dates for the entire semester

List all exam dates for the entire semester according to your syllabus. This will help OA expedite future requests. Students will be expected to schedule exams with OA according to the list below. (EX: MM/DD) *

1/31, exam
2/21, exam
3/14, exam
4/18, exam
5/5, final |

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7. Provide your standardized length of exams, phone number and a note. The note is not a required field, but this allows you to expand on any details OA needs to properly administer your exams. **The student will NOT see your phone number or the additional note**

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam Minutes

Final Minutes

Quiz Minutes

Additional Information

Instructor Phone Number *:

Note: Please provide us with a phone number to contact during exam.

Additional Note:

After Completing the Form

1. A confirmation email with a copy of the OA Testing Information Form will be sent to your Auburn email. (**NOTE:** If you need to make changes to the form please contact: oaexams@auburn.edu)
2. OA Testing Center will apply information from this form to schedule exams requested by students in your course.
3. When an exam is scheduled you will receive a detailed email. You will also have the option to upload your exam to our secure AIM portal in this email.
4. If you choose not to upload your exam to AIM, you can email the exam to oaexams@auburn.edu or bring a physical copy to 1244 Haley Center. (**NOTE:** We ask that you deliver the exam to OA at least **24 hours in advance**)
5. You will be notified once the student has completed the exam and the exam will be returned according to your preference on the OA Testing Information Form.