



# SAC Testing Center

# The Problem - Access Database

- Pieced together over a few years
- Couldn't be edited/updated
- Sorting issues on reports
- Chance of mistakes

CourseDetails

## COURSES AND ACCOMODATIONS

Student Name (Last, First)   WID

Student Email  Student Phone

☐ CHECKED WITH THE TEST REQUEST FORM

| Course Name                       | Course Number        |  |
|-----------------------------------|----------------------|--|
| Scientific Principles of Coaching | EDSEC 250            | <a href="#">OPEN THIS TEST DETAILS</a> |
| Genetics                          | ASI 500              | <a href="#">OPEN THIS TEST DETAILS</a> |
| Fundamentals of Ecology           | BIOL 529             | <a href="#">OPEN THIS TEST DETAILS</a> |
| Organismic Biology (Zoology Half) | BIOL 201             | <a href="#">OPEN THIS TEST DETAILS</a> |
| <input type="text"/>              | <input type="text"/> | <a href="#">OPEN THIS TEST DETAILS</a> |
| <input type="text"/>              | <input type="text"/> | <a href="#">OPEN THIS TEST DETAILS</a> |
| <input type="text"/>              | <input type="text"/> | <a href="#">OPEN THIS TEST DETAILS</a> |
| <input type="text"/>              | <input type="text"/> | <a href="#">OPEN THIS TEST DETAILS</a> |

[FIND RECORD](#) [PRINT CURRENT FORM](#)

Comments:

Record: 1 of 202

**ACCOMMODATION DETAILS FOR THIS STUDENT**

Screen Reader  WID

Private Room  Time Allowed

Reader  Comments

Scribe

Enlarge

Computer

CCTV

No Scantron

Record: 1 of 1

All Tables

|   |
|---|
| TESTS TO BE PICKED UP                   |
| AccommodationForm                       |
| FINALs: Computer Users                  |
| Students w/one-on-one staff             |
| Tests to be picked up                   |
| <b>CourseDetails</b>                    |
| CourseDetails : Table                   |
| Append names to the TestDetails ta...   |
| Test1                                   |
| Test2                                   |
| Test3                                   |
| Test4                                   |
| Test5                                   |
| Test6                                   |
| Test7                                   |
| Test8                                   |
| Email ID's of students for FINAL exa... |
| FINAL: Scribe/PrivateRoom               |
| FINALs: All tests                       |
| FINALs: Computer Users                  |
| macroquery                              |
| STUDENTS W/ONE-ON-ONE STAFF             |
| <b>CourseForm</b>                       |
| Email ID's of students for FINAL exa... |
| FINALs: Computer Users                  |
| Students w/one-on-one staff             |
| <b>Instructor List</b>                  |
| Instructor List : Table                 |
| <b>TestDetails</b>                      |
| TestDetails : Table                     |
| Append names to the TestDetails ta...   |

**INFORMATION FOR TESTS ADMINISTERED BY  
STUDENT ACCESS CENTER**

Student name \_\_\_\_\_ E-mail \_\_\_\_\_  
WID \_\_\_\_\_ Phone \_\_\_\_\_

**STUDENT COMPLETE THE FOLLOWING (PLEASE PRINT):**

Name of course \_\_\_\_\_ Course No. \_\_\_\_\_

| Day of Week | Date of Test | Time of Test* | Instructor Approved<br>Alternate Date* | Instructor Approved<br>Alternate Time* | Online<br>Test?<br>(Y/N) |
|-------------|--------------|---------------|--|--|--------------------------|
|             |              |               |  |  |                          |
|             |              |               |  |  |                          |
|             |              |               |  |  |                          |
|             |              |               |  |  |                          |
|             |              |               |  |  |                          |

\*Office is open Monday-Friday, 8 AM – 5 PM. If the student needs an alternate date/time, it must be taken within that time frame.

**INSTRUCTOR COMPLETE THE FOLLOWING (PLEASE PRINT):**

Instructor Name (Please Print): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Time allowed for CLASS to take exam: \_\_\_\_ 50 minutes \_\_\_\_ 75 minutes \_\_\_\_ other (give amt.)

Materials permitted: \_\_\_\_ no \_\_\_\_ yes -- If yes please specify: \_\_\_\_\_

**Instructor will deliver the test in the following manner:**

\_\_\_\_ Instructor will e-mail test to tst@k-state.edu (Preferred) \_\_\_\_ Student Access Center will pick up test from the

\_\_\_\_ Instructor will drop off test at the Student Access department

Center

**Completed Tests should be returned in the following manner:**

\_\_\_\_ To the main department office (e.g., BIOL to Ackert 116) \_\_\_\_ Instructor will pick up from Student Access Center

\*Tests Request Forms submitted to the Student Access Center must be available at least 48 hours in advance.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Data Entry!

- Professors had to fill one out for each student
- Hand entered about 600 forms in the first three weeks
- Class data could not be reused, had to be re-entered each time
- Proctored 1200 tests per semester – All had to be entered individually



## Main Concerns with the system

- Passing the form from student-professor-student-SAC meant there were many chances for mistakes/misplacing the form
- Student could alter the form after the professor signed it, to allow for extra materials or alternate times
- No way to allow for different times/materials on different exams
- Professors had no way to see what was scheduled for their class
- No way to connect classes, short of looking up everyone's section number in KSIS
- Updating new test return locations was difficult and imperfect
- Email notifications for exam was being done by hand – 15-40 emails, with date/time/materials/student names added
  - Around 100 emails per day for finals
- Sorting issues on the reports for finals made it difficult to get organized – especially for midterms/finals

# The Solution!

avorites | Main Menu > KSU Development > KSU Campus Community > Student Access Center > Tests

Student Access Center

Student Access Center

Student Detail

- Exam Accommodations
- SAC Student

Reports

- Email Students Added to Class
- Proctor Check Report
- Student Request For Assistance
- Tests Received Report
- Tests Returned Report

Test Setup

- Materials Setup
- Org Phone
- Test Accommodations

**Recent Class Changes**

| Change Date   | Term | Instructor                    | Email                  | Subject | Catalog | Section | Class Descr           | Class                 |
|---------------|------|-------------------------------|------------------------|---------|---------|---------|-----------------------|-----------------------|
| 1 07/07/2016  | 2164 | Kathleen Marie Hoss-Cruz      | khossacruz@k-state.edu | HN      | 132     | A       | Basic Nutrition       | <a href="#">11258</a> |
| 2 07/07/2016  | 2164 | Yasmin Patell                 | yasmin@ksu.edu         | CHM     | 210     | A       | Chemistry 1           | <a href="#">10113</a> |
| 3 07/06/2016  | 2164 | David A Rintoul               | drintoul@k-state.edu   | BIOL    | 198     | A       | Principles of Biology | <a href="#">10083</a> |
| 4 06/30/2016  | 2164 | Yi Fen Li                     | yifenli@k-state.edu    | CHM     | 230     | A       | Chemistry 2           | <a href="#">10124</a> |
| 5 06/30/2016  | 2164 | Tennecia Iayana Latoya Dacass | tennecia@k-state.edu   | ECON    | 110     | B       | Prin/Macroeconomics   | <a href="#">10218</a> |
| 6 06/30/2016  | 2164 | David Defries                 | ddefries@k-state.edu   | HIST    | 101     | A       | Rise Of Europe        | <a href="#">11637</a> |
| 7 06/30/2016  | 2164 | Rodney L Vogt                 | rlvogt@ksu.edu         | ACCTG   | 241     | B       | Acctg For Inv & Fin   | <a href="#">10004</a> |
| 8 06/27/2016  | 2164 | Scott Daniel Tanona           | stanona@ksu.edu        | PHILO   | 100     | A       | Intro Philosoph Prob  | <a href="#">11539</a> |
| 9 05/24/2016  | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | ACCTG   | 442     | A       | Auditing 1            | <a href="#">13892</a> |
| 10 05/13/2016 | 2162 | April Lynn Penick             | apenick@k-state.edu    | STAT    | 351     | B       | Bus Economic Stat 2   | <a href="#">12910</a> |
| 11 05/13/2016 | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | MATH    | 320     | B       | Math Elem Sc Tch 1    | <a href="#">12191</a> |
| 12 05/13/2016 | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | CE      | 542     | B       | Struct Engg Steel     | <a href="#">17835</a> |

From Date 07/11/2016 To Date 07/16/2016 Refresh

**Upcoming Tests**

| Test Date    | Test Time | Empl ID | Name | Term | Class                 | Subject | Catalog | Section | Class Descr | Instructor | Email               |
|--------------|-----------|---------|------|------|-----------------------|---------|---------|---------|-------------|------------|---------------------|
| 1 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |
| 2 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |
| 3 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |

## Benefits for professors

- Enter dates once (per section), then connect students to the class
- Three types of exams, so professors can set different times for quizzes vs. tests, or different materials for only the final
- Scantron type added as a material
- Professors can see what is scheduled, and if any students have alternative times
- Reminder emails are automated, so they are always on time

**KANSAS STATE UNIVERSITY**

Favorites | Main Menu | KSU Development | KSU Campus Community | Student Access Center | Exam Accommodations

**This form shall be completed by the instructor responsible for administering exams for this course**

Instructor: Kathleen Marie Hoss-Cruz khhoss@ksu-ksu.edu

Test Information  
Class Number: 11258 Basic Nutrition (HN 132 A) Department Phone: 532-5508

| Test Date  | Test Start Time<br>hh:mm am/pm | Online Test              | Comment | Test Type | For Instructor | Name                     | Test Received                       | Received Dt |
|------------|--------------------------------|--------------------------|---------|-----------|----------------|--------------------------|-------------------------------------|-------------|
| 06/27/2016 | 9:10AM                         | <input type="checkbox"/> |         | Exam      | KHOSSCRUZ      | Kathleen Marie Hoss-Cruz | <input checked="" type="checkbox"/> | 06/24/2016  |
| 07/18/2016 | 9:10AM                         | <input type="checkbox"/> |         | Exam      | KHOSSCRUZ      | Kathleen Marie Hoss-Cruz | <input type="checkbox"/>            |             |
| 07/29/2016 | 9:10AM                         | <input type="checkbox"/> |         | Exam      | KHOSSCRUZ      | Kathleen Marie Hoss-Cruz | <input type="checkbox"/>            |             |

If Test Dates/Times change, contact the Student Access Center @ 532-6441.  
The test dates are not scheduled: ☐ Email the Student Access Center at [bsc@ksu.edu](mailto:bsc@ksu.edu) or enter the test dates in this form at least two day prior to the test.

Student Information (Student aid MUST be entered.)

| Student eID | Name |
|-------------|------|
|             |      |

Add alternate test times

Add alternate test times

**Quizzes**

Time allowed for CLASS to take quiz:

☐ 15 minutes  
☐ 30 minutes  
☒ Other (in minutes)

Scantron used by CLASS to take quiz:

☒ No Scantron  
☐ All Grey Scantron  
☐ Blue/Grey Scantron  
☐ Maroon KSU Scantron (Standard)  
☐ Narrow Blue Comm Scantron

Materials needed (not provided by instructor):

☐ No materials needed  
☐ 1 page notes, front and back  
☐ 3 x 5 note card  
☐ appendix  
☐ calculator (any)  
☐ calculator (basic)  
☐ calculator (financial)  
☐ calculator (scientific)  
☐ equation sheet  
☐ model set  
☐ open book  
☐ open notes

**Exams**

Time allowed for CLASS to take exam:

☐ 50 minutes  
☐ 75 minutes  
☒ Other (in minutes)

Scantron used by CLASS to take exam:

☒ No Scantron  
☐ All Grey Scantron  
☐ Blue/Grey Scantron  
☐ Maroon KSU Scantron (Standard)  
☐ Narrow Blue Comm Scantron

Materials needed (not provided by instructor):

☐ No materials needed  
☐ 1 page notes, front and back  
☐ 3 x 5 note card  
☐ appendix  
☐ calculator (any)  
☒ calculator (basic)  
☐ calculator (financial)  
☐ calculator (scientific)  
☐ equation sheet  
☐ model set  
☐ open book  
☐ open notes

**Final Exams**

Time allowed for CLASS to take final:

☒ 1 hour 50 minutes  
☐ Other (in minutes)

Scantron used by CLASS to take final:

☒ No Scantron  
☐ All Grey Scantron  
☐ Blue/Grey Scantron  
☐ Maroon KSU Scantron (Standard)  
☐ Narrow Blue Comm Scantron

Materials needed (not provided by instructor):

☐ No materials needed  
☐ 1 page notes, front and back  
☐ 3 x 5 note card  
☐ appendix  
☐ calculator (any)  
☐ calculator (basic)  
☐ calculator (financial)  
☐ calculator (scientific)  
☐ equation sheet  
☐ model set  
☐ open book  
☐ open notes

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[Favorites](#) | [Main Menu](#) > [KSU Development](#) > [KSU Campus Community](#) > [Student Access Center](#) > [Exam Accommodations](#)

### Alternate Test Dates/Times

Term: 2164 Class Nbr: 11258 Basic Nutrition (PH 132 A)  
 eID:   
 Name:

| Test Date    | Test Time | Empl ID   | Online Test              | Test Type | Received?                           | Alternate Test Date  | Alternate Test Time<br>hh:mm am/pm | Received?                | Received DT |
|--------------|-----------|-----------|--------------------------|-----------|-------------------------------------|----------------------|------------------------------------|--------------------------|-------------|
| 1 06/27/2016 | 9:10AM    | 000769613 | <input type="checkbox"/> | Exam      | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/>               | <input type="checkbox"/> |             |
| 2 07/18/2016 | 9:10AM    | 000769613 | <input type="checkbox"/> | Exam      | <input type="checkbox"/>            | <input type="text"/> | <input type="text"/>               | <input type="checkbox"/> |             |
| 3 07/29/2016 | 9:10AM    | 000769613 | <input type="checkbox"/> | Exam      | <input type="checkbox"/>            | <input type="text"/> | <input type="text"/>               | <input type="checkbox"/> |             |

[Save Changes](#) [Return](#)

## Benefits for our office

- Fewer mistakes on dates
- Professors provide data entry or dates
- Automated emails to professors
- Automated emails to students help us avoid missed tests or mistakes
- Reports sort in relevant ways –and always in the same way
- Reports auto-run and emailed to the main account – helps the office run when test coordinator is out
- Easy to edit and update as new accommodations are added
- Alternate test times marked received separately from rest of test to allow for make-up exams



## Benefits (cont.)

- Connection to KSIS helps keep the accommodations up to date and accurate
- Allows us to look up a students upcoming tests all at once – a common request
- Can't accidentally destroy entire database

**KANSAS STATE UNIVERSITY**

[Favorites](#) | [Main Menu](#) > [KSU Development](#) > [KSU Campus Community](#) > [Student Access Center](#) > [SAC Student](#)

Elizabeth Marie Walker

[Faculty Center](#) | [Advisor Center](#) | [Class Search](#) | [KSU Advisor Center](#)

[Maintain Accommodations](#) | [Refresh Grids](#)

| Accommodation Requests |                |                    |                |             | Personalize   Find | First 1 of 1 Last |
|------------------------|----------------|--------------------|----------------|-------------|--------------------|-------------------|
| Date of Request        | Responsible ID | Responsible        | Request Status | Status Date | Comment            | Accommodation ID  |
| 07/21/2015             | 000666783      | Penick, April Lynn | Accepted       | 08/24/2015  |                    | 1                 |

| Diagnosis      |                            |  | Personalize   Find | First 1 of 1 Last |
|----------------|----------------------------|--|--------------------|-------------------|
| Diagnosis Code | Description                |  |                    | Accommodation ID  |
| SD0000         | Attention Deficit Disorder |  |                    | 1                 |

| Accommodations     |                          |          |             |                  | Personalize   Find | First 1-2 of 2 Last   |
|--------------------|--------------------------|----------|-------------|------------------|--------------------|-----------------------|
| Accommodation Type | Description              | Status   | Status Date | Accommodation ID |                    | Accommodation Options |
| SATTIM             | Alternative Testing Time | Accepted | 01/22/2016  |                  | 1                  | 2                     |
| SATDRE             | Test Distraction Reduce  | Accepted | 08/03/2015  |                  | 1                  | 1                     |

[Save Test/Accommodations](#)

| Test Accommodations |                                |                 |  | Personalize   Find    | First 1 of 1 Last |
|---------------------|--------------------------------|-----------------|--|-----------------------|-------------------|
| *Test Accom         | Description                    | Last Updated by |  | Last Update Date/Time |                   |
| ORE                 | Distraction Reduced Environmen | APENICK         |  | 05/02/16 4:04:53PM    |                   |

| Classes for term 2164 |                         |                         | Personalize | 1 of 1 |
|-----------------------|-------------------------|-------------------------|-------------|--------|
| Class                 | Description             | Name                    |             |        |
| 10124                 | CHM 230 A (Chemistry 2) | Walker, Elizabeth Marie |             |        |

| Tests for term 2164     |            |           |            |  | Personalize   Find | First 1-4 of 4 Last                 |
|-------------------------|------------|-----------|------------|--|--------------------|-------------------------------------|
| Description             | Test Date  | Test Time | Name       |  |                    | Test?                               |
| CHM 230 A (Chemistry 2) | 06/17/2016 | 9:10AM    | Li, Yi Fen |  |                    | <input checked="" type="checkbox"/> |
| CHM 230 A (Chemistry 2) | 07/01/2016 | 9:10AM    | Li, Yi Fen |  |                    | <input checked="" type="checkbox"/> |
| CHM 230 A (Chemistry 2) | 07/15/2016 | 9:10AM    | Li, Yi Fen |  |                    | <input checked="" type="checkbox"/> |
| CHM 230 A (Chemistry 2) | 07/29/2016 | 9:10AM    | Li, Yi Fen |  |                    | <input checked="" type="checkbox"/> |

[Faculty Center](#) | [Advisor Center](#) | [Class Search](#) | [KSU Advisor Center](#)





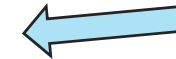
## Go-live

- Testing Center went live May 6<sup>th</sup>
- Data was duplicated into the new system for Spring Finals
  - The students loved the reminder emails
  - Automated emails to professors helped us get tests on time
- Using only new system for Summer
  - Mixed results from professors
    - Despite changing accommodation letters, multiple K-State Today articles and even a direct email, professors don't seem aware of the new system
    - Unhappy with 48 hour deadline
    - Happy with regular emails, increased visibility, and reduced repetition

# Basic Walk-through

My Homepage

Shows recent additions/Changes (and who made them)



| Change Date   | Term | Instructor                    | Email                  | Subject | Catalog | Section | Class Descr           | Class                 |
|---------------|------|-------------------------------|------------------------|---------|---------|---------|-----------------------|-----------------------|
| 1 07/07/2016  | 2164 | Kathleen Marie Hoss-Cruz      | khossacruz@k-state.edu | HN      | 132     | A       | Basic Nutrition       | <a href="#">11258</a> |
| 2 07/07/2016  | 2164 | Yasmin Patell                 | yasmin@ksu.edu         | CHM     | 210     | A       | Chemistry 1           | <a href="#">10112</a> |
| 3 07/06/2016  | 2164 | David A Rintoul               | drintoul@k-state.edu   | BIOL    | 198     | A       | Principles of Biology | <a href="#">10083</a> |
| 4 06/30/2016  | 2164 | Yi Fen Li                     | yifenli@k-state.edu    | CHM     | 230     | A       | Chemistry 2           | <a href="#">10124</a> |
| 5 06/30/2016  | 2164 | Tennecia Iayana Latoya Dacass | tennecia@k-state.edu   | ECON    | 110     | B       | Prin/Macroeconomics   | <a href="#">10218</a> |
| 6 06/30/2016  | 2164 | David Defries                 | ddefries@k-state.edu   | HIST    | 101     | A       | Rise Of Europe        | <a href="#">11637</a> |
| 7 06/30/2016  | 2164 | Rodney L Vogt                 | rlvogt@ksu.edu         | ACCTG   | 241     | B       | Acctg For Inv & Fin   | <a href="#">10004</a> |
| 8 06/27/2016  | 2164 | Scott Daniel Tanona           | stanona@ksu.edu        | PHILO   | 100     | A       | Intro Philosoph Prob  | <a href="#">11539</a> |
| 9 05/24/2016  | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | ACCTG   | 442     | A       | Auditing 1            | <a href="#">13892</a> |
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| 11 05/13/2016 | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | MATH    | 320     | B       | Math Elem Sc Tch 1    | <a href="#">12191</a> |
| 12 05/13/2016 | 2162 | Elizabeth Marie Walker        | emwalker@k-state.edu   | CE      | 542     | B       | Struct Engg Steel     | <a href="#">17835</a> |

From Date  To Date

| Test Date    | Test Time | Empl ID | Name | Term | Class                 | Subject | Catalog | Section | Class Descr | Instructor | Email               |
|--------------|-----------|---------|------|------|-----------------------|---------|---------|---------|-------------|------------|---------------------|
| 1 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |
| 2 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |
| 3 07/15/2016 | 9:10AM    |         |      | 2164 | <a href="#">10124</a> | CHM     | 230     | A       | Chemistry 2 | Yi Fen Li  | yifenli@k-state.edu |

And upcoming exams



From there I can go to:

**KANSAS STATE UNIVERSITY**

Favorites | Main Menu > KSU Development > KSU Campus Community > Student Access Center > Exam Accommodations

**This form shall be completed by the instructor responsible for administering exams for this course**

Instructor: Kathleen Marie Hoss-Cruz khossacruz@ksu-state.edu

Test Information  
Class Number: 11258 Basic Nutrition (NH 132 A) Department Phone: 532-5508

| Test Date  | Test Start Time | Online Test              | Comment | Test Type | For Instructor                      | Name                     | Test Received                       | Received Dt |
|------------|-----------------|--------------------------|---------|-----------|-------------------------------------|--------------------------|-------------------------------------|-------------|
| 06/27/2016 | 9:10AM          | <input type="checkbox"/> |         | Exam      | <input checked="" type="checkbox"/> | Kathleen Marie Hoss-Cruz | <input checked="" type="checkbox"/> | 06/24/2016  |
| 07/18/2016 | 9:10AM          | <input type="checkbox"/> |         | Exam      | <input checked="" type="checkbox"/> | Kathleen Marie Hoss-Cruz | <input type="checkbox"/>            |             |
| 07/29/2016 | 9:10AM          | <input type="checkbox"/> |         | Exam      | <input checked="" type="checkbox"/> | Kathleen Marie Hoss-Cruz | <input type="checkbox"/>            |             |

If Test Dates/Times change, contact the Student Access Center @ 532-6441  
The test dates are not scheduled: ☐ Email the Student Access Center at [ksu@ksu.edu](mailto:ksu@ksu.edu) or enter the test dates in this form at least two day prior to the test.

Student Information (Student aid MUST be entered.)

| Student eID | Name |
|-------------|------|
|             |      |

Add alternate test times

Add alternate test times

**Quizzes**

Time allowed for CLASS to take quiz:

☐ 15 minutes

☐ 30 minutes

☒ Other (in minutes)

Scantron used by CLASS to take quiz:

☒ No Scantron

☐ All Grey Scantron

☐ Blue/Grey Scantron

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

Materials needed (not provided by instructor):

☐ No materials needed

☐ 1 page notes, front and back

☐ 3 x 5 note card

☐ appendix

**EXAMS**

Time allowed for CLASS to take exam:

☐ 50 minutes

☐ 75 minutes

☒ Other (in minutes)

Scantron used by CLASS to take exam:

☒ No Scantron

☐ All Grey Scantron

☐ Blue/Grey Scantron

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

Materials needed (not provided by instructor):

☐ No materials needed

☐ 1 page notes, front and back

☐ 3 x 5 note card

☐ appendix

**Final Exams**

Time allowed for CLASS to take final:

☒ 1 hour 50 minutes

☐ Other (in minutes)

Scantron used by CLASS to take final:

☒ No Scantron

☐ All Grey Scantron

☐ Blue/Grey Scantron

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

☐ Maroon KSU Scantron (Standard)

Materials needed (not provided by instructor):

☐ No materials needed

☐ 1 page notes, front and back

☐ 3 x 5 note card

☐ appendix

[meappler96@ksu-state.edu](mailto:meappler96@ksu-state.edu)

Maintain Accommodations Refresh Grids

| Accommodation Requests |                |                    |                |             |         |
|------------------------|----------------|--------------------|----------------|-------------|---------|
| Date of Request        | Responsible ID | Responsible        | Request Status | Status Date | Comment |
| 07/21/2015             | 000666783      | Penick, April Lynn | Accepted       | 08/24/2015  |         |

| Diagnosis      |                            |                  |  |
|----------------|----------------------------|------------------|--|
| Diagnosis Code | Description                | Accommodation ID |  |
| SD0000         | Attention Deficit Disorder |                  |  |

| Accommodations     |                          |          |             |                  |                       |
|--------------------|--------------------------|----------|-------------|------------------|-----------------------|
| Accommodation Type | Description              | Status   | Status Date | Accommodation ID | Accommodation Options |
| SATTIM             | Alternative Testing Time | Accepted | 01/22/2016  | 1                | 2                     |
| SATDRE             | Test Distraction Reduce  | Accepted | 08/03/2015  | 1                | 1                     |

Save Test Accommodations

| Test Accommodations |                                |                 |                       |
|---------------------|--------------------------------|-----------------|-----------------------|
| *Test Accom         | Description                    | Last Updated by | Last Update Date/Time |
| DRE                 | Distraction Reduced Environmen | APENICK         | 05/02/16 4:04:53PM    |

| Classes for form 2164 |                         |                         |
|-----------------------|-------------------------|-------------------------|
| Class                 | Description             | Name                    |
| 10124                 | CHM 230 A (Chemistry 2) | Walker, Elizabeth Marie |

| Tests for form 2164     |            |           |            |                                     |  |
|-------------------------|------------|-----------|------------|-------------------------------------|--|
| Description             | Test Date  | Test Time | Name       | Test?                               |  |
| CHM 230 A (Chemistry 2) | 06/17/2016 | 9:10AM    | Li, Yi Fen | <input checked="" type="checkbox"/> |  |
| CHM 230 A (Chemistry 2) | 07/01/2016 | 9:10AM    | Li, Yi Fen | <input checked="" type="checkbox"/> |  |
| CHM 230 A (Chemistry 2) | 07/15/2016 | 9:10AM    | Li, Yi Fen | <input checked="" type="checkbox"/> |  |
| CHM 230 A (Chemistry 2) | 07/29/2016 | 9:10AM    | Li, Yi Fen | <input checked="" type="checkbox"/> |  |

Faculty Center Advisor Center Class Search Kau Advisor Center

A specific class to make changes or mark it received

A student's page to update accommodations or mark that they won't attend a specific test

Set-up tables allow us to add new accommodations as needed.

(The shortened version of these show up on the proctor sheets to help us know who needs a computer, who needs to be sat at a task lamp, etc)

A set-up table also controls the materials the professor can choose from when adding an exam, so that we can add anything we see listed frequently and specify how it will be shorted on the proctor sheet

**KANSAS STATE UNIVERSITY**

Navigation: Favorites | Main Menu > KSU Development > KSU Campus Community > Student Access Center > Tests > Test Accommodations

**Student Access Center**

**Test Accommodations**

**Student Detail**

- Exam Accommodations
- SAC Student

**Reports**

- Email Students Added to Class
- Proctor Check Report
- Student Request For Assistance
- Tests Received Report
- Tests Returned Report

**Test Setup**

- Materials Setup
- Org Phone
- Test Accommodations

| Test Accom | Description                    |   |   |
|------------|--------------------------------|---|---|
| 1 2X       | Double Time                    | + | - |
| 2 3X       | Triple Time                    | + | - |
| 3 ALT      | Alternative Test Time          | + | - |
| 4 Calc     | Calculator                     | + | - |
| 5 DRAG     | Dragon                         | + | - |
| 6 DRE      | Distraction Reduced Environmen | + | - |
| 7 En       | Enlarge                        | + | - |
| 8 FB       | Frequent Breaks                | + | - |
| 9 NS       | No Scantron                    | + | - |
| 10 PR      | Private Room                   | + | - |
| 11 R       | Reader                         | + | - |
| 12 Sc      | Scribe                         | + | - |
| 13 TL      | Task Lamp                      | + | - |
| 14 TTS     | Text-to-Speech                 | + | - |
| 15 WN      | White Noise                    | + | - |
| 16 WP      | Word Processor                 | + | - |
| 17 XT      | Extra Time                     | + | - |

Buttons: Save, Notify

| KANSAS STATE UNIVERSITY  |       |       |                                |          |                       |
|--|-------|-------|--------------------------------|----------|-----------------------|
| <a href="#">Favorites</a>   <a href="#">Main Menu</a> > <a href="#">KSU Development</a> > <a href="#">KSU Campus Community</a> > <a href="#">Student Access Center</a> > <a href="#">Tests</a> > <a href="#">Org Phone</a>   |       |       |                                |          |                       |
| Student Access Center  |       |       |                                |          |                       |
| <div> <div>Student Access Center</div> <div> <div>Student Detail</div> <div> <a href="#">Exam Accommodations</a> <a href="#">SAC Student</a> </div> </div> <div> <div>Reports</div> <div> <a href="#">Email Students Added to Class</a> <a href="#">Proctor Check Report</a> <a href="#">Student Request For Assistance</a> <a href="#">Tests Received Report</a> <a href="#">Tests Returned Report</a> </div> </div> <div> <div>Test Setup</div> <div> <a href="#">Materials Setup</a> <a href="#">Org Phone</a> <a href="#">Test Accommodations</a> </div> </div> </div> |       |       |                                |          |                       |
| 1  | ACCTG | 25020 | Accounting                     | 532-6184 | Calvin 109 - Pam      |
| 2  | AERO  | 20020 | Aerospace Studies              |          |                       |
| 3  | AGCOM | 10055 | Communication and Ag Education | 532-5804 | Umberger 301          |
| 4  | AGEC  | 10030 | Agricultural Economics         | 532-6702 | Waters 342            |
| 5  | AGED  | 10055 | Communication and Ag Education |          |                       |
| 6  | AGRON | 10040 | Agronomy                       | 532-6101 | Throckmorton 2004     |
| 7  | AMETH | 20310 | American Ethnic Studies        | 532-2112 | Leasure 104           |
| 8  | ANTH  | 20250 | Sociology Anthropology & SocWk | 532-6885 | Waters 204            |
| 9  | AP    | 80020 | Anatomy & Physiology           | 532-6686 | Coles Hall 228        |
| 10   | ARAB  | 20180 | Modern Languages               | 532-6760 | Eisenhower 104        |
| 11   | ARCH  | 15020 | Architecture                   | 532-6953 | Seaton 211            |
| 12   | ARE   | 45040 | Architectural Engr & Const Sc  | 532-6964 | Seaton 240            |
| 13   | ART   | 20030 | Art                            | 532-6605 | Willard 111           |
| 14   | ASI   | 10050 | Animal Sciences & Industry     | 532-1262 | Weber 134             |
| 15   | AT    | 55020 | Apparel Textiles & Interior Ds | 532-6993 | Justin 225            |
| 16   | ATHM  | 20010 | College of Arts and Sciences   |          |                       |
| 17   | ATHW  | 20010 | College of Arts and Sciences   |          |                       |
| 18   | ATM   | 45020 | Biological & Agricultural Engr | 532-5580 | Seaton 129            |
| 19   | AVM   | 85020 | Salina Aviation                |          |                       |
| 20   | AVT   | 85020 | Salina Aviation                |          |                       |
| 21   | BAE   | 45020 | Biological & Agricultural Engr | 532-5580 | Seaton 129            |
| 22   | BIOCH | 20050 | Biochem & Molecular Biophysics | 532-6121 | Chalmers 141          |
| 23   | BIOL  | 20060 | Biology                        | 532-6615 | Ackert 116            |
| 24   | BUS   | 85030 | Salina Arts Sci & Business     |          |                       |
| 25   | CDPLN | 15050 | Landscape Arch/Reg & Comm Plan | 532-5981 | Seaton 302 A          |
| 26   | CE    | 45060 | Civil Engineering              | 532-5982 | Fiedler 2118          |
| 27   | CHE   | 45050 | Chemical Engineering           | 532-5584 | Durland 1005          |
| 28   | CHINE | 20180 | Modern Languages               | 532-6760 | Eisenhower 104        |
| 29   | CHM   | 20070 | Chemistry                      | 532-6685 | Chem Biochem 213      |
| 30   | CIS   | 45065 | Computing & Information Sci    | 532-6350 | Engineering Hall 2184 |
| 31   | CLSCS | 20180 | Modern Languages               | 532-6760 | Eisenhower 104        |
| 32   | CMST  | 85040 | Salina Engineering Technology  |          |                       |

Org Table allows us to instantly update new locations/phone numbers for Departments

With all the moves, having tests delivered to the wrong location was becoming a problem.



# Overall

- Professors
  - Professors have direct control over what dates the office gets
  - Automated emails are always exactly 48 hours before the exam
- Students
  - Less responsibility is placed on the student for coordinating their exams
  - Reminder emails still allow them to notify our office if something isn't right
- Our Office
  - Less complicated system allows for easier training and better office cross-training
  - Reduced data-entry frees up weeks worth of work hours
  - System eliminates many chances for mistakes/miscommunications