The Office of Accessibility utilizes a web-based Student Testing and Accommodation Request System (STARS) to better aid and support students in a more seamless and efficient manner. Students will request and coordinate all their accommodations through STARS, reducing the need for paper forms within the office. This system manages the requesting of accommodation letters, testing, and note-taking electronically.

**Accommodation letters**

Once a student is approved for services, they must log on and create a profile in STARS. Their classes will appear on their STARS homepage and it is their responsibility to request accommodations from each class. Accommodation letters will be sent via e-mail to their instructors. It will look like this:

This email was copied to:

- julie21@uakron.edu
- instructor@uakron.edu
- student@zips.uakron.edu

Letter of Classroom Accommodation - Spring 2015

Student Name:  
Student ID:  XX - XXX - XX  
Class: 7750 276.701 - INTRODUCTION TO SOCIAL WELFARE (CRN: 18305)

The above named individual is a student with a disability who has requested accommodations and assistance from the Office of Accessibility. They have provided this office with individualized, confidential documentation from a qualified professional that substantiates the disability.

Federal law and University policy require that the University create an environment where students with various disabilities can partake of the programs and services we have to offer in a nondiscriminatory manner. The recommended classroom accommodations for this student are as follows:

1. **Alternative Formats**  
   - E-Text

2. **Alternative Testing**  
   - Distraction Free Space
   - Extra Time 1.50x

3. **Classroom Access**  
   - Tape Recorder
**Testing Protocol**

There will be a link in each accommodation letter (see example below) that will allow instructors to set up a testing contract (one time per class). This testing contract is the same as the Test Reservation Form (known as the ‘green sheet’). It must be filled out in its entirety and correctly for STARS to accept it.

(Example only, please do not use link)

**PLEASE COMPLETE: Alternative Testing Contract**

Student is eligible for Alternative Testing services, please fill out alternative testing contract for the student by using the following link: (link will be here) If you have filled a similar alternative testing contract for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

The student has been encouraged to discuss with you the effects of the disability and how these recommended accommodations are helpful. Students may choose not to use all of these accommodations in your class. Each student is ultimately responsible for notifying you of these accommodations in a timely manner. Office of Accessibility policy suggests that students speak to instructors by the end of the second week of classes in a 15-week session or its equivalent time frame for shorter sessions.

If you have any questions concerning the implementation of these accommodations in your classroom or if you believe that any of these accommodations are incompatible with fundamental course objectives, please call me at 330.684.8923.

Sincerely,

Julie Hartzler, BASW, MS, LSW  
Disability Specialist & Service Coordinator  
Smucker Learning Center, room B-112  
330.684.8923
Alt-testing Contract in STARS

After clicking on the link in the accommodation letter, you will see a screen that looks similar to the picture below:

Please choose Wayne Test Reservation Form. Click on Continue to Fill Contract. You will see this screen next:
Fill out the test reservation form as you normally would by indicating what the student is allowed to bring for the exam, instructor cell phone, and e-mail. These items are all necessary just in case Learning Center Staff or the student have questions before or during the test.
Please indicate your office location and hours, classroom location, how the test will be delivered to the Smucker Learning Center, and fill in the amount of time everyone else in the class has to take each type of exam. Finally, please fill in your office phone number and any additional notes. STARS will not allow you to submit the testing contract until all boxes are filled out. Once you hit the ‘Submit Alternative Testing Contract’ button, your screen will look like this:
You will only need to submit a testing contract once during the semester per class. Usually the terms of the testing contract does not change, but we realize there needs to be a certain degree of flexibility in this procedure. Instructors who need to modify the terms of the contract (i.e. allow note cards, calculator, etc.) need to e-mail the Office of Accessibility at wc-ooa@uakron.edu at least two days prior to the test. Changes need to be approved by a SLC staff member. Adjustments to exams administered via Brightspace (extended time) can be done directly in Brightspace. If you need assistance with these adjustments, e-mail Chris Dreher at cdc@uakron.edu.

**Uploading tests to STARS**

*When a student requests alt-testing in STARS, instructors will receive an e-mail that will look similar to this:*

This email was copied to:

- aferris@uakron.edu
- cdc@uakron.edu
- darcy@uakron.edu
- julie21@uakron.edu

Dear Professor,

A student in your 7600 235.701 - INTERPERSONAL COMMUNICATION (CRN: 17930) has requested to utilize their testing accommodations in the Office of Accessibility.

Status: Approved
Student: XXXX  XXXX

Class: 7600 235.701 - Interpersonal Communication

Exam Type: Quiz

Date: Wednesday, February 25, 2015

Time: 02:00 PM

Length: 60 Minutes

Accommodation Requested:

- Distraction Free Space
- Extra Time 1.50x

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: https://andes.accessiblelearning.com/AWayne/ExamFile.aspx?ID=E30519694676304&Key=ioU8y8P8

Should you need to communicate with the student directly, their email address is student@zips.uakron.edu and phone number is (000) 000 - 0000.

For questions, please contact us at (330)684-8960 or wc-ooa@uakron.edu.

Thank you for your assistance.

Julie Hartzler, BASW, MS, LSW
Disability Specialist & Service Coordinator
Smucker Learning Center, B-112
330.684.8923

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, and 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.
To upload an exam, please click on the link in the e-mail. You will then see a page similar to this:

You can then name the exam file, then select “yes” in the drop down menu labeled “same exam for everyone”. Finally, browse the files on your computer to select the appropriate test, and then hit the Upload Exam button.
After hitting the Upload Exam button, you should see this:

You have successfully uploaded your exam to STARS, and no further action is required unless you are contacted by the Office of Accessibility.

**Note-taking**

The Office of Accessibility will recruit note-takers by e-mailing students from the class roster in PeopleSoft. Potential note-takers will be directed in the recruitment e-mail to apply online via STARS. They will still need to ask instructors to fill out the “Instructor Verification Form” in order to be approved as a note-taker. It is still the instructor’s responsibility to announce the need for a note-taker in their classes until the position is filled, it is determined by the Disability Specialist that a note-taker is not needed, or the instructor provides notes as a means of supplementation. If no one comes forward to fill the position by the end of week one, the Disability Specialist will visit the classroom.