FAQ FOR FACULTY

# What happened to the VISA?

* It has been replaced by a system called the Accommodation Request Portal. This portal will give students one place to make their accommodation requests, alternative testing requests, and find their notes; previously, students had to go multiple places for these services.

# How will my students let me know about their accommodations?

* Students will be sending their accommodations electronically now, through emails sent to your UWW email account. These emails will include all the student’s selected accommodations, as well as short descriptions of what these accommodations are.
* You are also able to view student requests through the ARP Faculty Portal. The Faculty Portal gives you a brief overview of student accommodations, allows you to view requests in detail (seeing the same information as provided in the email), view Alternative Testing Contracts & Requests, upload tests, view notetaker pairings, and view uploaded notes.

# My student says they sent their request, but I haven’t received it!

* Check your Junk mail folder. If the email is not there, ask the student to either resend it or print a copy for you, or check the ARP Faculty Portal.

# I’ve received their accommodation request, so I’m done, right?

* Not quite. Students with testing accommodations are now required to complete Alternative Testing Contracts before they are able to make Alternative Testing Requests (previously E-Purple requests). Students are told they should meet with their instructors to complete these contracts, as there is information requested that is best provided by the instructor. There are also some instructions for faculty which detail when exams should be sent to CSD and what to do when the student has questions while taking their test in CSD.
* Additionally, if any students use volunteer notetakers, you may need to make an announcement and select a volunteer. If we need your assistance in securing a notetaker, you will receive an email from Patty Beran with the announcement and instructions to pass on to the chosen notetaker.

# I can’t meet with all the students, it’s a completely online class/I’m only on campus for my classes/I have 20+ students asking to meet with me to fill out these contracts!

* Students can complete the Alternative Testing Contract without you. To help them do so, please provide the following information to your student(s) who send accommodation requests with Alternative Testing Accommodations:
	1. How long does the class have for any exam types you use. For example, 50 minutes for tests, 120 minutes for the final, and 10 minutes for quizzes.
	2. Whether or not students are allowed to use any materials on their tests, and any limits on those materials. For example, one side of a 3x5 notecard, or a non-graphing calculator. If this changes for different exams, please let the student know that, as well.
	3. If you have a preference for the student taking the exam before or after the rest of the class, if they are unable to take it at the same time as the class. Please note that this will also be affected by the student’s schedule.
	4. Your work phone number (whether you use your office phone or a cell phone)
* You may check any completed Alternative Testing Contracts on the ARP Faculty Portal, and make any necessary changes.

# How do I use the ARP Faculty Portal?

* Links are available on the CSD ARP page and Faculty/Staff page. Log on with your UWW credentials (same username and password as WINS/UWW email). Instructions for use can be found [here](http://www.uww.edu/documents/csd/ARP/Using%20the%20ARP%20Faculty%20Portal.docx).
* Use it to view student accommodation requests, search for students with specific accommodations, Alternative Testing Contracts and Requests (under “Alternative Testing”), notetaking requests and pairings, and uploaded notes (under “Notetaking Services”).