

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The **[department executive administrator]** or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name	Title	Unit	Date
Seth Kerney	Coordinator of IDEAS and Accessibility	IDEAS	10/02/2023
Office Phone	Office Location	Postal	
423-318-2721	CCEN 243B	37813	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Honorlock
Product Name:	Honorlock web application and extension.
Product Description:	This software is a tool that must be integrated into a faculty member's class.
Product Purpose:	Honorlock is a proctoring service offered for secure and proctored testing. The tool requires special instructions in order to be utilized by students.

Section 3. How will “Alternate Access” (AA) be provided?

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>Layout tables do not use assistive technology elements. Keyboards cannot be used for all functionality. Most page elements are used to preserve operability, hence not always defined. Some visual and text content/tools are not always completely accessible to coincide with tool operability or usability.</p>
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Most students' issues are resolved, but most of the presented issues are on the faculty side. Therefore, these issues could impact both parties to varying degrees.</p>
<p>3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Faculty will be responsible for ensuring students can adequately take their courses' tests.</p>
<p>4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Alternate Access will be provided should issues arise and will be addressed on an as-needed basis.</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>If further troubleshooting or assistance is needed with the tool, Honorlock support can assist. Otherwise, Faculty can provide Alternate Access opportunities for students if necessary.</p>
<p>6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>As seen in the completed Conformance and Remediation form for Honorlock, the vendor seeks to resolve these issues over the next few years, respectively, in accordance with its Remediation Timeline.</p>

7. Timeline for Unforeseen events:



A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.

When integrated into a course that will utilize Honorlock proctoring, the following steps will be followed:

- I. Students will be given detailed instructions on how to proceed with the tool.
- II. Instructors will work with their students if any accessibility hinderances should arise for the student,
- III. The Vendor will be contacted should any serious issues arise that cannot be overcome for both parties.

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Department Head [or other responsible party]		Date: 10/17/2023
Executive [or other responsible executive]		Date:10/18/23

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)

AA will primarily be provided on an as-needed basis.