

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:	Proctor U
Product Name:	Proctor U of MEASURE LEARNING
Product Description:	This software is a tool that must be integrated into a faculty member's class.
Product Purpose:	Proctor U 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>Some messages are not read by screen readers; not all text has correct headers; form controls and labels are not always synchronized precisely to their destination ; instances of incorrect font type; tables may have incomplete header cell markup ant types; some forms need labels; instance of illogical reading order; screen reader may read non-Proctor U text; keyboard does not have full functionality; page titles and links may be missing correct elements; some text is missing for elemental names; text does not contrast correctly in some pages; a 200% zoom is present for the Footer component; content lapses and overlaps may be present in some pages; content may not disappear or may require additional steps to dismiss; some buttons have an identical name but different purpose; status messages are not automatically announced on certain pages.</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 issues present are still usable by students regarding their functionality and usability.</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 and/or other responsible parties that could be present 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, Proctor U 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>Because so many of these features and functions are still usable by product users to high a degree, there are no current timelines to resolve these issues.</p> <p>If other assistance is needed, it can be sought out.</p>
<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.</p>	<p>When integrated into a course that will utilize Proctor U proctoring, the following steps will be followed:</p> <ol style="list-style-type: none"> I. Students will be given detailed instructions on how to proceed with the tool. II. Instructors and/or any other responsible party will work with their students if any accessibility hinderances should arise for the student, <p>The Vendor will be contacted should any serious issues arise that cannot be overcome for both parties.</p>

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.

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

AAP attachment

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