

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: Jane C. Parish	Title: Professor of Nursing Examsoft/Examplyfy Campus Coordinator	Unit: Health Programs Division Nursing Department	Date: 1/10/2024
Office Phone: x 6760	Office Location: 106B Tech	Postal: Tech Ed Building Morristown	

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

Affected product is a:	Software program
Product Name:	Examsoft (faculty side); Examplify (student side); Turnitin, LLC (company name)
Product Description:	Testing platform enabling security exam making by faculty and secure exam taking by nursing students
Product Purpose:	For each of our courses within the nursing program, faculty use Examsoft to write exam questions, proctor exams as students complete them, review exam/question reliability and validity afterward and evaluate overall student performance, including end-of-semester course outcomes. Students use Examplify to take their exams in each course, including those with ADA accommodations such as extended time.

<p>1. Description of the issue: Issue #1 = #1 Issue #2 = #2 Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>#1 There are several different types of questions on the nursing licensure exam and we try to emulate each of these using this software. One of these types, called "Hot Spot" has a picture and the student is required to click on the spot described in the question stem.</p> <p>#2 Students using Examplify can use a built-in highlighter to highlight words in the question stem. This capability is not covered by the Microsoft, JAWS, or NVDA accessibility "hot keys".</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>#1, #2 Students with visual challenges may be affected</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>#1, #2 As we provide our nursing courses on at least two different campuses simultaneously, a faculty member teaching within the course or a proctor would need to implement this alternate plan.</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 (see VPAT as attached).</p>	<p>#1 A faculty member or testing proctor can verbalize a description of the picture and assist with placing the "click" where the student wants it on the provided picture.</p> <p>#2 A student who cannot use any "hot keys" to highlight words in the exam stem may be able to use the mouse to highlight words as normal functionality allows. Barring this, students may write keywords or phrases on their provided scrap paper to "highlight" their importance.</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>#1, #2 Communication between faculty members and testing proctors will ensure all are aware of the need to describe the "hot spot" and provide scrap paper as needed.</p> <p>#1, #2 Exemplify is compatible with two screen readers-- JAWS version 22 and higher as well as NVDA (free download). Disability Services is in the process of purchasing JAWS software and we will also download NVDA to one computer for the student's use for testing.</p> <p>n/a; no repair possible- see attached VPAT dated September 2023</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>n/a</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>n/a</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.

Department Head [or other responsible party]	Cheryl McClaw	Date: 1/22/2024
Executive [or other responsible executive]	Shirley Williams	Date: 1/22/24

AAP attachment

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