

Alternative Testing Agreement: Step-by-Step Guide

How to Select the Exam Management Method

1. Click the link within the “Notification of Accommodation” email sent by the Office of Disability Services.
2. Login using your OneTech username and password.
3. Read about the different exam management methods, then select the best option.
4. Confirm your choice using the dropdown box.
5. Click “Submit Your Selection.”

If You Select “Testing Center Will Proctor Exams”

6. You will be prompted to enter the Alternative Testing Agreement form.
7. Confirm task using the dropdown box.
8. Click “Submit Your Selection.”

Final Step: Enter Test Dates

9. You will need to enter the test dates for the semester.
10. These dates can be modified at any time through the Instructor Portal or by contacting the Office of Testing Services.
11. You may add additional test dates or delete/modify existing dates as needed.