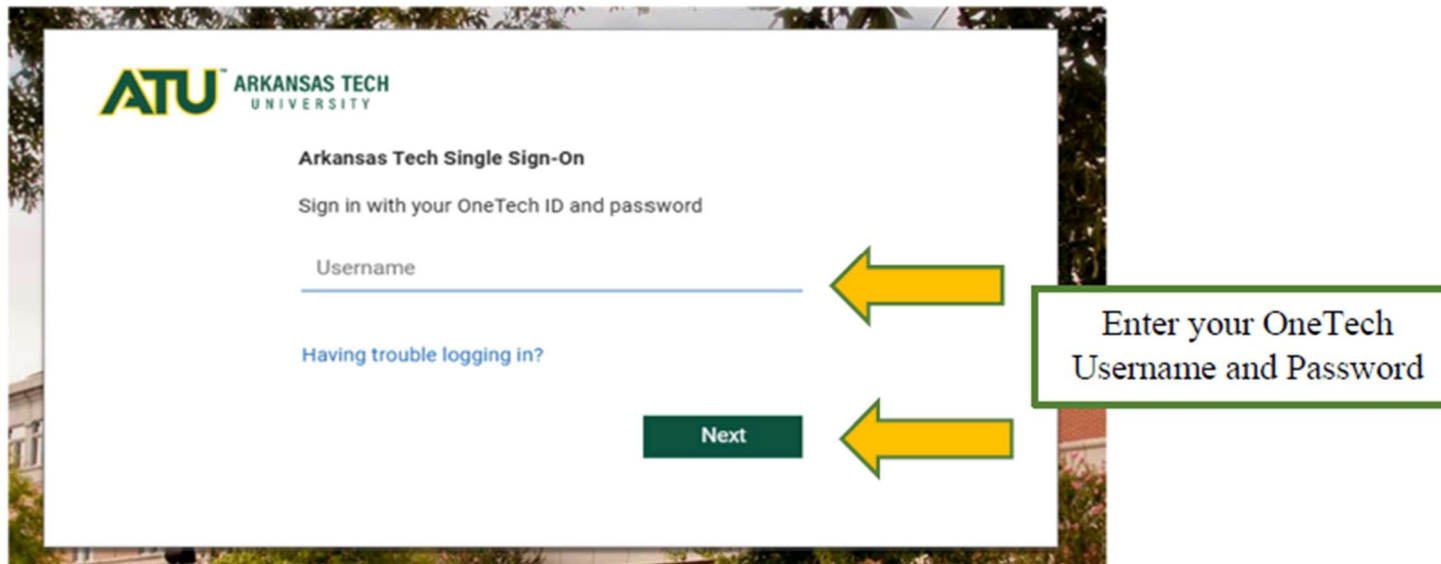
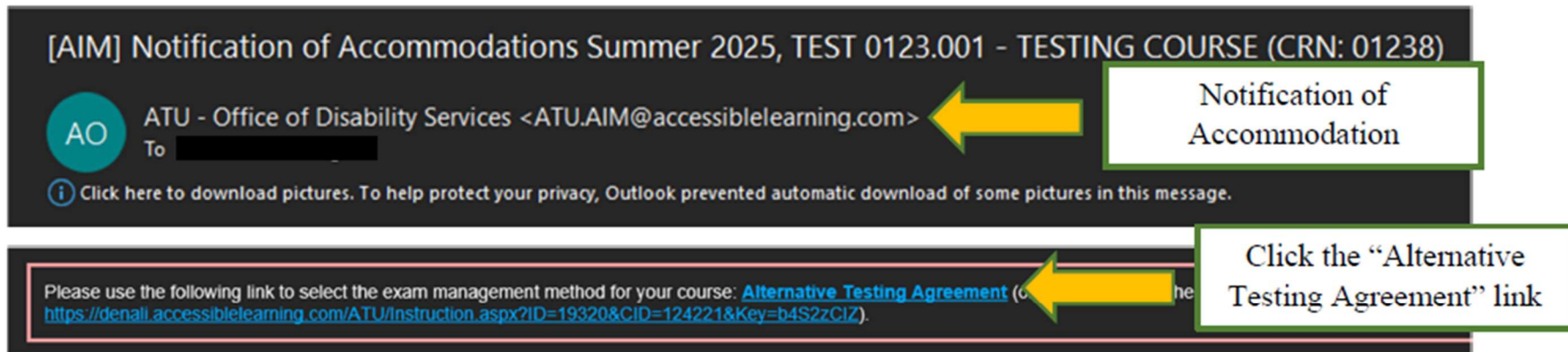


## How to Select the Exam Management Method

1. Click the link in the “Notification of Accommodation” email sent by the Office of Disability Services.
2. Login using your Onetech username and password.



3. Review the exam management methods and select the option that best fitsm your needs.
4. Confirm task using the dropdown box.
5. Click “Submit Your Selection”

HOME » ALTERNATIVE TESTING AGREEMENT

**Note:** Required fields are marked with an asterisk (\*).

#### OPTIONS FOR EXAM MANAGEMENT

**I will proctor my own exams.** The instructor is responsible for ensuring that all approved testing accommodations are provided as outlined in the Faculty Notification letter. The Testing Center will not be needed to proctor exams.

**My class has no exams.** There are no exams required in this course.

**This is an online course.** This course is delivered in an online/hybrid format and will be proctored using Blackboard and/or an alternative software system. The instructor is responsible for ensuring that all approved testing accommodations are provided as outlined in the Faculty Notification letter. The Testing Center will not be needed to proctor exams.

**Testing Center will proctor exams.** The instructor will provide the exam and all instructions to the Testing Center. The Testing Center is responsible for ensuring that all approved testing accommodations are provided.

#### Review Options for Exam Management

23.001

Exam Management Method \*: ⓘ

Select One ▼

Confirm Task \*: ⓘ

Select One ▼

Select the Exam Management Method

Confirm Task

#### FORM SUBMISSION

SUBMIT YOUR SELECTION >

Click “Submit Your Selection”

6. If you selected “Testing Center will proctor Exams”, you will be prompted to enter the alternative testing agreement form.
7. Confirm task using the dropdown box.
8. Click “Submit Your Selection”

HOME >> ALTERNATIVE TESTING AGREEMENT - DETAILS

Note: Required fields are marked with an asterisk (\*).

#### COURSE INFORMATION

Course:  
TEST 0123.002 - TESTING CLASS (CRN: 01234)

Information Regarding Alternative Testing Agreement:  
Instructions: Please look over details of agreement and submit any modifications to the Office of Testing Services.

#### LIST OF QUESTIONS

Is this exam? \*

- ☐ a paper and pencil exam
- ☐ an electronic exam - please supply password (Additional Comment Required)

Additional Comment:

Is a scantron required for this exam? \*

- ☐ Yes - If so, use the comment box to tell us who is responsible for providing the scantrons (the student or the instructor). Please also include the Scantron Reader Number for the scantron used in your class. (Additional Comment Required)
- ☐ No

#### CONTACT INFORMATION

Phone Number: \*

United States of America (+1) ▾

Entered all information required to administer your exams.



- ☐ Electronically Submitted (only for computer based testing when no test materials are to be returned to the instructor)
- ☐ Exam pages scanned and emailed to instructor by Testing Services staff

Additional Comment:

#### FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

Submit and continue to specify exam dates.



**\*At this point, the alternative testing agreement has been successfully submitted.\***

9. You may skip this step. Testing staff will default to the **standard class length** to calculate any extended time accommodations, unless you provide other specific instructions when submitting your exams.

10. You may add, delete, or modify test dates at any time through the [Instructor Portal](#) or by contacting the Office of Testing Services.

HOME > ALTERNATIVE TESTING AGREEMENT - LIST EXAM DATES



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

**TEST 0123.001 - TESTING COURSE (CRN: 01238)**

[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#)

Note: Required fields are marked with an asterisk (\*).

#### EXAM DETAIL

Type \*

Select One ▾

Date \*

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

mm/dd/yyyy

#### UPLOAD EXAM FILES

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: Ⓐ

Choose File | No file chosen

Enter all required test date information.

Standard Length Of Exam (In Minutes) \* :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ☺

#### FORM SUBMISSION

SAVE EXAM DATE >

Click "Save Exam Date".

11. You may add additional test dates or delete/modify existing dates here.

HOME » ALTERNATIVE TESTING AGREEMENT - LIST EXAM DATES



**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.



## TEST 0123.001 - TESTING COURSE (CRN: 01238)

[ALTERNATIVE TESTING AGREEMENT](#)

[LIST EXAM DATES](#)

### LIST EXAM DATES

Modify	Delete	Type	Date	Time
<a href="#">Modify</a>	<a href="#">Delete</a>	Exam	Friday, June 27, 2025 (+/-1 Day)	N/A



**ADD ADDITIONAL EXAM DATE**



**Note:** Required fields are marked with an asterisk (\*).

EXAM DETAIL

UPLOAD EXAM FILE