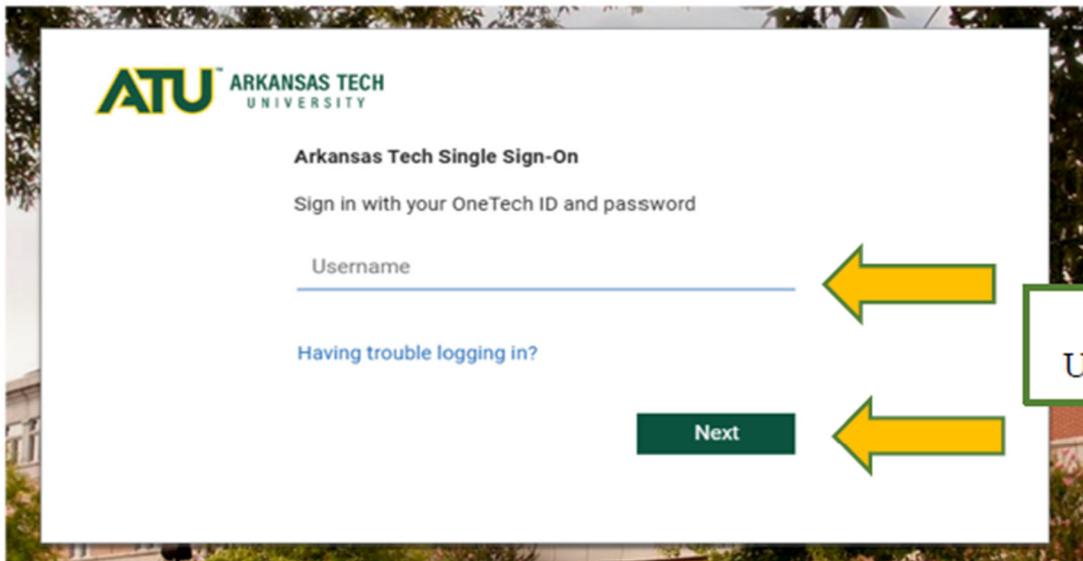
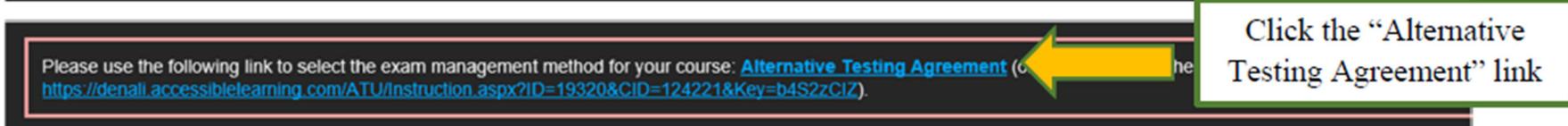
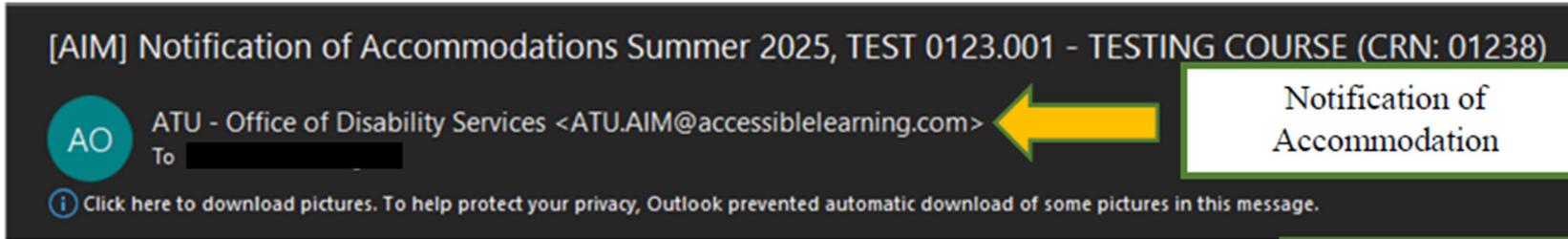


How to Select the Exam Management Method

1. Click the link to enter the exam management method within the “Notification of Accommodation” email sent by the Office of Disability Services.
2. Login using your Onetech username and password.



3. Read the about the different exam management methods, then select the best option.
4. Confirm task using the dropdown box.
5. Click “Submit Your Selection”

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

OPTIONS FOR EXAM MANAGEMENT

Review Options for Exam Management

23.001

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.

Exam Management Method* : ⓘ

Select One

Select the Exam Management Method

Confirm Task* :

Select One

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: 01230)

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 Reorder Number for the scantron used in your class. (**Additional Comment Required**)
- No

- 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:



Entered all information required to administer your exams.

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >



Submit and continue to specify exam dates.

Finally, you will need to enter the test dates for the semester. These dates can be modified at any time throughout the semester, by either logging into the Instructor Portal or 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 FILE

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

Title Or Exam File Note:

Select 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

Click "Save Exam Date".

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



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	Title
Modify	Delete	Exam	Friday, June 27, 2025 (+/-1 Day)	N/



ADD ADDITIONAL EXAM DATE



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

EXAM DETAIL

UPLOAD EXAM FILE