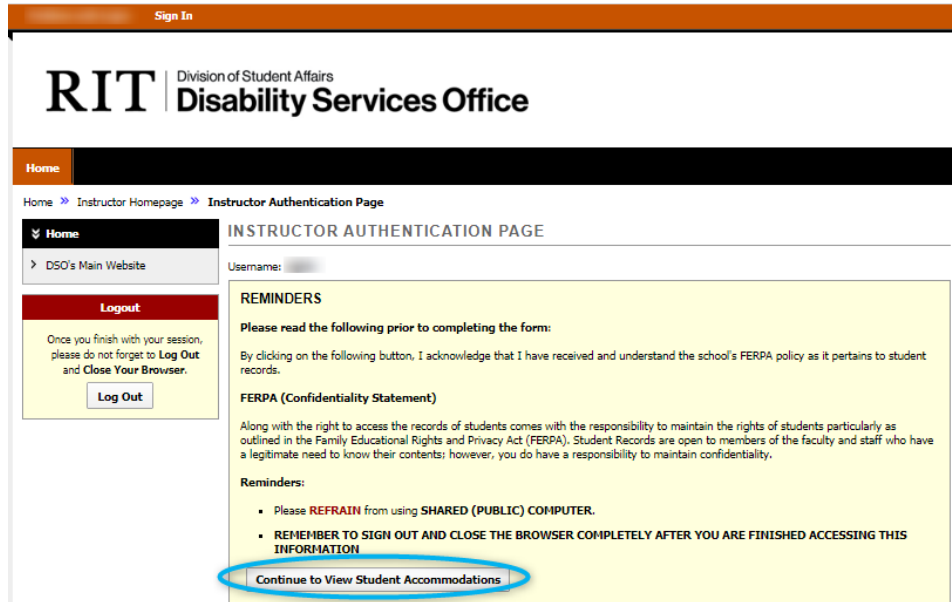
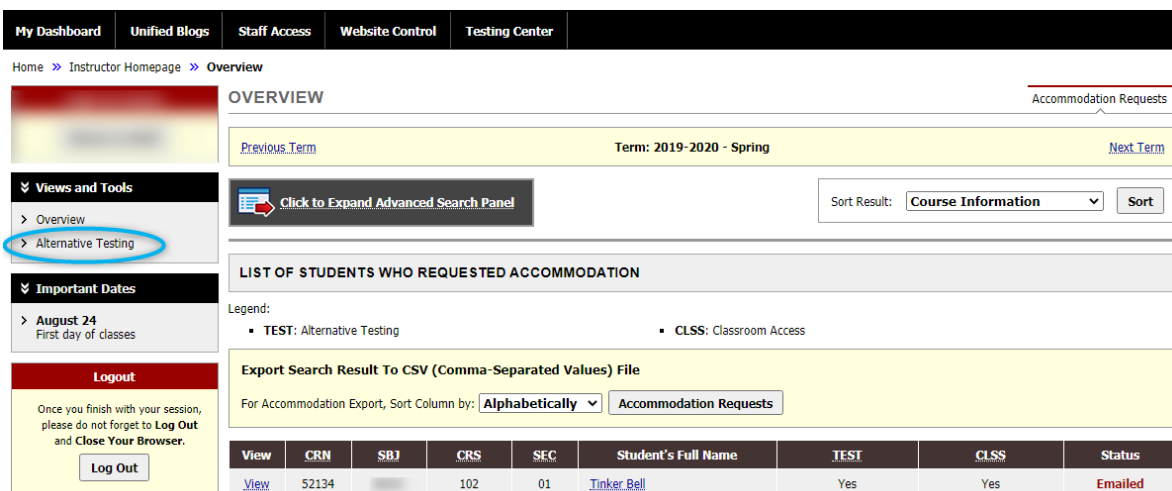


# MyDSO Faculty Portal: Test Center Information and Alternative Test Agreement

1. Log into the MyDSO Faculty Portal ([bachelor.accessiblelearning.com/RIT/Instructor](http://bachelor.accessiblelearning.com/RIT/Instructor)).
2. Review any **REMINDERS** that display on the page, then click **Continue to View Student Accommodations**.



3. In the left-hand sidebar, click **Alternative Testing**.



4. If you do not need DSO staff to proctor tests and quizzes in this course, please indicate this information in the **Proctoring Your Own Exam** box. By notifying Disability Services that you will be proctoring your students' tests, the students will not be able to schedule any tests for this class in the DSO Test Center but will instead rely on you to make arrangements for their accommodations in any test or quiz. Courses which may be in this category include those with:

- a. Practical lab tests which require specific software or equipment setup
- b. Online unproctored tests
- c. No timed tests/quizzes

Select the appropriate class from the dropdown bar, then select either "I will proctor my own exams" or "My class has no exam", then press **Confirm**.

The screenshot shows the 'Alternative Testing' page with the following elements:

- Navigation:** My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center.
- Page Title:** ALTERNATIVE TESTING
- Left Sidebar:** Views and Tools (Overview, Alternative Testing), Important Dates (August 24), Logout.
- Main Content:**
  - SPECIFY ALTERNATIVE TESTING AGREEMENT:** Select Class: 102.01 (SLN: 52134) - Explor Animal. Button: Continue to Specify Alternative Testing Agreement.
  - PROCTORING YOUR OWN EXAM:** If you are willing and able to proctor the exam with all applicable accommodations, please make those arrangements directly with your student. If not, please fill out the Alternative Testing Agreement. Thank you! Select Class: 102.01 (SLN: 52134) - Explor Animal. Type: Select One (dropdown menu open with options: Select One, I Will Proctor My Own Exams, My Class Has No Exam). Button: Confirm.
  - Questions? Contact Us!** Please contact our office if you have any questions regarding Alternative Testing request. By Phone: 585-475-5358. By Email: dsotest@rit.edu.

5. If the DSO Test Center will be used by your students, you must fill out an Alternative Testing Agreement for each course in order to provide us with the necessary proctoring and test information. Select a specific course from the dropdown bar in the **Specify Alternative Testing Agreement** box then press the **Continue to Specify Alternative Testing Agreement** button.

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- Left Sidebar:** Views and Tools (Overview, Alternative Testing), Important Dates (August 24), Logout.
- Main Content:**
  - SPECIFY ALTERNATIVE TESTING AGREEMENT:** Select Class: 102.01 (SLN: 52134) - Explor Animal (dropdown menu open). Button: Continue to Specify Alternative Testing Agreement.
  - PROCTORING YOUR OWN EXAM:** If you are willing and able to proctor the exam with all applicable accommodations, please make those arrangements directly with your student. If not, please fill out the Alternative Testing Agreement. Thank you! Select Class: 102.01 (SLN: 52134) - Explor Animal. Type: Select One. Button: Confirm.
  - Questions? Contact Us!** Please contact our office if you have any questions regarding Alternative Testing request. By Phone: 585-475-5358. By Email: dsotest@rit.edu.

a. The Alternative Testing Agreement provides the necessary information if your student takes their test(s) in the DSO Test Center. There are three sections to the Testing Agreement:

i. The first section provides details such as: what resources are allowed in the classroom, when you prefer the students at DSO to schedule their tests, how you can be reached during the test, etc.

My Dashboard
Unified Blogs
Staff Access
Website Control
Testing Center

Home > Instructor Homepage > **Alternative Testing**

**Views and Tools**

- > Overview
- > Alternative Testing

**Important Dates**

- > **August 24**  
First day of classes

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**ALTERNATIVE TESTING**

[List Exams](#)   [Students' Courses](#)

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**Class:** 102.01 - Explor Animal (CRN: )

**ALTERNATIVE TESTING AGREEMENT DESCRIPTION**

Type: **MyDSO Testing Agreement**

The DSO provides a proctored test center that is available if needed to accommodate for extended test time and/or other listed testing related accommodations due to logistics and/or the student's disability related needs. Both hard copy tests and those requiring access to a computer can be administered.

**FACULTY / STAFF INSTRUCTION**

This Testing Agreement will provide required information for the Disability Services Test Center staff for your course.

**Alternative Testing Agreement**

1. **Please indicate which resources you allow students to use in the classroom.**
  - Textbook (hard copy only)
  - E-book
  - All class notes/handouts
  - Equation Sheet or Grib Sheet (Specify Below)
  - Other (Specify Below)

**Additional Note or Comment**

can bring their own Periodic Table of Elements
  
2. **Is a calculator allowed during the exam? ..**
  - Any type of calculator is allowed (Graphing, scientific, whatever)
  - Graphing calculator is not \*necessary\*, but if that's the only calculator they have then it is fine
  - Scientific calculator only, NOT a graphing calculator
  - Basic 4-function calculator only
  - No calculator is allowed
  - Not applicable

**Additional Note or Comment**
  
3. **What other materials are required?**
  - Scantron sheet
  - Blue book or lined paper
  - Scrap paper

**Additional Note or Comment**
  
4. **Will students in the class require a computer or laptop? If so, please specify what software, application or website is allowed.**
  - No computer needed
  - DSO computer is needed for specific software, applications or websites (Specify Below)
  - Student's own laptop is needed for specific software, applications or websites (Specify Below)

Note that the questions shown may change so please read each semester.

ii. The Exam Type(s) section asks how much time (in minutes) that students in the class (without extended time) will have for each type of test/quiz that you offer. If you don't give a certain type of test/quiz (i.e., if you don't give a final exam but instead require a term paper or a take-home exam; or if you give tests but not quizzes), please leave that box blank. MyDSO will automatically calculate for us any extended time for students with that accommodation. If you decide to change the length of time for the class, you must notify DSO staff ([dsotest@rit.edu](mailto:dsotest@rit.edu)) so that your students with extended time will have the appropriate time as well.

**Exam Type(s)**

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final  Minutes

Quiz  Minutes

Test  Minutes

iii. The last section asks for your contact phone number. DSO will not provide this information to students, and they cannot view it through MyDSO.

**Additional Information**

Instructor Phone Number \*   
Hint: Enter 10-digit number only.

Additional Note:

b. Press **Submit Alternative Testing Agreement** button when all information has been filled in.

Additional Note or Comment

**Exam Type(s)**

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final  Minutes

Quiz  Minutes

Test  Minutes

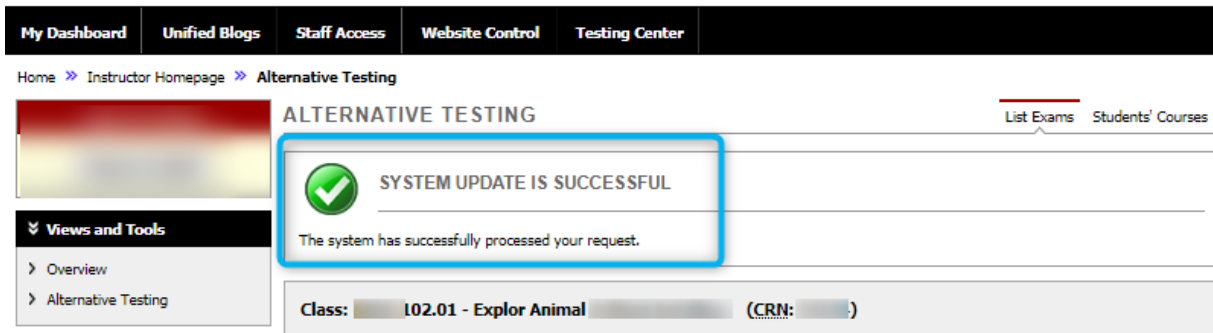
**Additional Information**

Instructor Phone Number \*   
Hint: Enter 10-digit number only.

Additional Note:

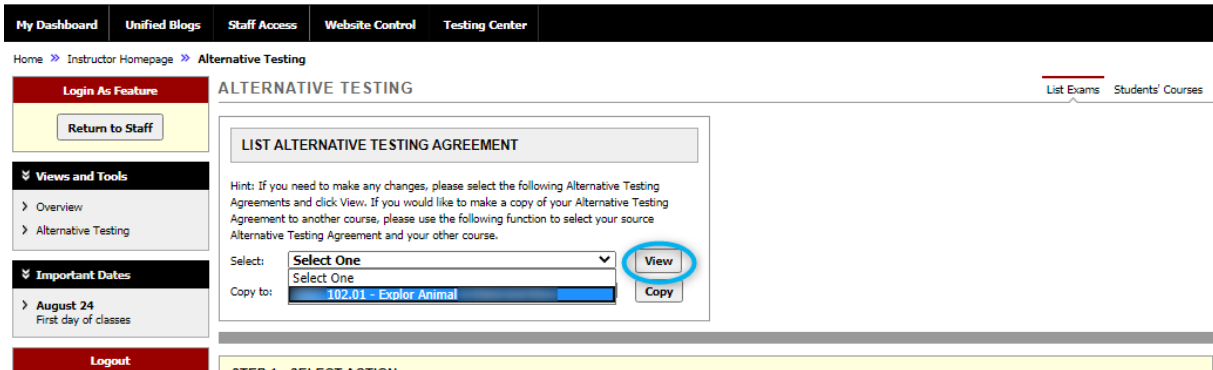
**Questions? Contact Us!**  
Please contact our office if you have any questions regarding Alternative Testing request.  
By Phone: 585-475-5358  
By Email: [dsotest@rit.edu](mailto:dsotest@rit.edu)

6. You will see a green-circled checkmark and the notice **System Update is Successful**.



7. During the semester, the Testing Agreement can (and should) be updated if the information originally submitted changes.

a. To view the information currently on file with your Testing Agreement: go to **Alternative Testing** in the lefthand sidebar, then select your course from the dropdown menu. Press **View**.



b. Make any changes to the Testing Agreement as needed, then press **Update Alternative Testing Agreement** button at the bottom.

The screenshot shows a web form for 'ALTERNATIVE TESTING'. The form is divided into several sections with checkboxes and text input fields. The 'Update Alternative Testing Agreement' button is circled in blue at the bottom right.

c. You will see the green-circled checkmark with the words “System Update is Successful.”

The screenshot shows the 'Alternative Testing' page after a successful update. A green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL' are displayed in a box. Below this, the page shows the 'SPECIFY ALTERNATIVE TESTING AGREEMENT' section with a dropdown menu for 'Select Class' set to '261.03 (SLN: - Intro t' and a 'Continue to Specify Alternative Testing Agreement' button.

8. If the same test information is applicable to multiple sections/courses, you may copy your Testing Agreement. From the **Alternative Testing** page, locate the box **List Alternative Testing Agreement** and select the course that has a filled-out Agreement in the top drop-down bar, then select the course you want to copy that Agreement into in the lower drop-down bar, then press the **Copy** button.

The screenshot shows the 'ALTERNATIVE TESTING' page with a sidebar on the left containing 'Views and Tools', 'Important Dates', and 'Logout'. The main content area includes sections for 'SPECIFY ALTERNATIVE TESTING AGREEMENT', 'PROCTORING YOUR OWN EXAM', and 'LIST ALTERNATIVE TESTING AGREEMENT'. The 'LIST ALTERNATIVE TESTING AGREEMENT' section contains a hint and two dropdown menus: 'Select' and 'Copy to', each with a 'View' or 'Copy' button. A blue box highlights these elements. A blue arrow points to a zoomed-in view of the same section, where the 'Copy to' dropdown is selected and the 'Copy' button is circled in red.

If you have questions or problems, please contact the DSO Test Center staff at [dsotest@rit.edu](mailto:dsotest@rit.edu) or by phone at 585-475-6542.