MyDSO Faculty Portal: Test Center Information and Alternative Test Agreement

1. Log into the MyDSO Faculty Portal (bachelor.accessiblelearning.com/RT/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.

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.
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.
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) so that your students with extended time will have the appropriate time as well.

![Exam Type(s) section]

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 section]

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

![Submit Alternative Testing Agreement button]
6. You will see a green-circled checkmark and the notice **System Update is Successful**.

   ![System Update is Successful](image1.png)

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**.

   ![Alternative Testing](image2.png)
b. Make any changes to the Testing Agreement as needed, then press **Update Alternative Testing Agreement** button at the bottom.

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

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