

Updating Alternative Testing Agreement

1. Log onto the [MyDSO Faculty Portal](#).
2. From the Instructor Authentication Page – press the **Continue to View Student Accommodations** button at the bottom.

My Dashboard Unified Blogs Staff Access Website Control Testing Center Liaison

Home >> Instructor Homepage >> Instructor Authentication Page

INSTRUCTOR AUTHENTICATION PAGE

Username: _____

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

3. Click the **Alternative Testing** link in the left-hand sidebar.
4. In the box labeled List Alternative Testing Agreement, you can select a course from the dropdown menu, then press the View button to view the information you've submitted to DSO.

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **MATH 104.01 (SLN: 13372) - Contemporary Mathematics**

Continue to Specify Alternative Testing Agreement

PROCTORING YOUR OWN EXAM

Read The Below Statement FIRST

If your class does not have tests that need proctoring or if you are able to proctor the exams with all applicable accommodations yourself, please indicate that information here. Otherwise, please fill out the Alternative Testing Agreement (in the section above this one - select your course from the drop-down menu, then press the button labeled **Continue to Specify Alternative Testing Agreement**. Note that choosing "I will proctor my own exams" means that you are proctoring accommodated tests, so students will not be able to schedule a test at the DSO Test Center. Thank you!

Select Class: **MATH 104.01 (SLN: 13372) - Contemporary Mathematics** Type: **Select One** **Confirm**

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select: **Select One** **View**

Copy to: **MATH 131.08 - Discrete Mathematics**
MATH 161.03 - Applied Calculus **Copy**

Class:

Alternative Testing Agreement

1. Please indicate which resources you allow students to use during the test/quiz.

- Textbook (hard copy only)
- E-book
- All class notes/handouts
- Equation Sheet or Crib Sheet (Specify Below)
- Other (Specify Below)
- No resources allowed (the test is closed book/closed notes)

Additional Note or Comment

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
- Other (Specify Below)
- None

Additional Note or Comment

Continued on next page

3. **What other materials are required?**

- Scantron sheet
- Blue book or lined paper
- Scrap paper
- Other (Specify Below)
- None

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's **monitored** 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)

Additional Note or Comment

5. **If your student cannot take the test at the same time as the class (due to back-to-back classes or the Test Center hours/capacity), when should your student schedule their test? Please note that you will receive an email showing your student's scheduled test and can contact the Test Center staff if you don't approve of this date/time.**

- Same day as the class is taking the test, any time that day is fine
- The day before the class
- The day after the class
- Any day during the same week
- Other (Specify Below)

5. **Pay particular attention to Question #6 – how DSO can contact you in case your student has a question; and the length of time given to the class:**

6. **During the test, how can you be reached if the student has a question about their test?**

- Phone call (Specify Below)
- Text (Specify Below)
- Email (Specify Below)

Additional Note or Comment

@rit.edu

Continued on next page

7. If the test will be taken on paper, please tell us how your test should be printed:

- Print double-sided
- Print single-sided
- Print in black & white
- Print in color
- N/A, the test is administered online so does not need to be printed at all

Additional Note or Comment

Exam Type(s)

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

Final Minutes

Quiz Minutes

Test Minutes

6. If you make any edits to this form, click the button at the end of the form: **Update Alternative Testing Agreement.**

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:

Update Alternative Testing Agreement

Questions? Contact Us!