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.

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

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