

# How to Approve a Student's Test Center Request

1. Log onto the MyDSO portal: <https://bachelor.accessiblelearning.com/RIT/Instructor>
2. Click **Continue to View Student Accommodations**, then the **Alternative Testing** link on the left hand side of the screen.

OVERVIEW

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE

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Alternative Testing

SIGN OUT

OVERVIEW

Previous Term Term: 2024-2025 - Fall Next Term

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

EXPORT DATA: STUDENTS

Records Found: 1 (Showing 1 - 1) Show Per Page: 2000 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing	Flex Plan
View	PDF	16508	WGST	205	01	Sample Student	Acknowledged	08/05/2024	08/05/2024	Yes	Yes

3. There will be 3 boxes near the top of the screen. The middle box, **Exam Requests Requiring Approval**, will show the number of scheduled exams that need to be approved by the instructor.

UPCOMING EXAMS

Session Extender: Enable

ALTERNATIVE TESTING > UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

LOGIN AS INSTRUCTOR

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Overview

Alternative Testing

Flex Plan

SIGN OUT

ALTERNATIVE TESTING AGREEMENT

0 Courses without Alternative Testing Agreement. Total Courses with Alternative Testing Agreement: 2

EXAM REQUESTS REQUIRING APPROVAL

8 Number of Exams Requiring Approval

EXAMS WITHOUT FILES UPLOADED

15 Number of Exams without Files Uploaded

UPCOMING EXAMS SCHEDULED

UPCOMING EXAM FILE UPLOAD

Records Found: 15 (Showing 1 - 15) Show Per Page: 2000 Page: 1

Status	Detail	Proctor	Location	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Requested On
Approved	Review Instructions By Student	Detail	Not Assigned	D50 Test Center GAU 1150					Test	09/27/2024	09:35 AM - 10:50 AM (75)		08/26/2024
Processing	Review Instructions By Student	Detail	Not Assigned	D50 Test Center GAU 1150					Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/26/2024
Processing	Review Instructions By Student	Detail	Not Assigned	D50 Test Center GAU 1150					Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/28/2024

4. All of the upcoming scheduled exams will be listed below the 3 boxes. In the **Status** column, exams requiring instructor approval will be indicated in red. Click the red **Instructor Approval Required** link to open the scheduling details.

<input type="checkbox"/>	Status	Detail	Proctor	Location	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Requested On
<input type="checkbox"/>	Approved	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	09:35 AM - 10:50 AM (75)		08/26/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/26/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/28/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/30/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/26/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/23/2024
<input type="checkbox"/>	Processing	<a href="#">Review Instructions By Student</a>	Not Assigned	D50 Test Center SAU 1150						Test	10/25/2024	09:35 AM - 10:50 AM (75)		08/26/2024
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<input type="checkbox"/>	Instructor Approval Required	<a href="#">Detail</a>	Not Assigned	D50 Test Center SAU 1150						Test	10/25/2024	10:00 AM - 11:15 AM (75)		08/23/2024
<input type="checkbox"/>	Instructor Approval Required	<a href="#">Detail</a>	Not Assigned	D50 Test Center SAU 1150						Test	11/15/2024	09:35 AM - 10:50 AM (75)		08/26/2024

5. The date and time of the exam request will be listed. If the student's proposed date and time are acceptable, click the **Approve Request** button.

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### EXAM INFORMATION

Course:  
[REDACTED]

Student:  
[REDACTED]

Date:  
Friday, October 25, 2024

Time:  
10:00 AM

**APPROVE REQUEST >**

### RESCHEDULING INFORMATION

Reason For Rescheduling\* :

Additional Note:

### FORM SUBMISSION

**SUBMIT REQUEST >**      **BACK TO PREVIOUS PAGE >**

6. If the proposed date and/or time are unacceptable, click the **Date of the Exam Does Not Match with the Syllabus** selection from the **Reason for Rescheduling** dropdown menu. There is a box where an optional additional note can be added. Then click the **Submit Request** button.

