# Accommodated Testing in the ASAC Instructor Portal

Use the links in the Table of Contents below to navigate the accommodated testing resources. Click on a topic to jump to that section.

For more comprehensive information about the ASAC Instructor Portal, please see the ASAC Instructor Portal Manual on the ASAC website.

# Navigating the Accommodated Testing Section of the ASAC Instructor Portal

To access the Accommodated Testing section of the ASAC Instructor Portal, click on "Accommodated Testing" in the navigation menu on the left side of the screen.
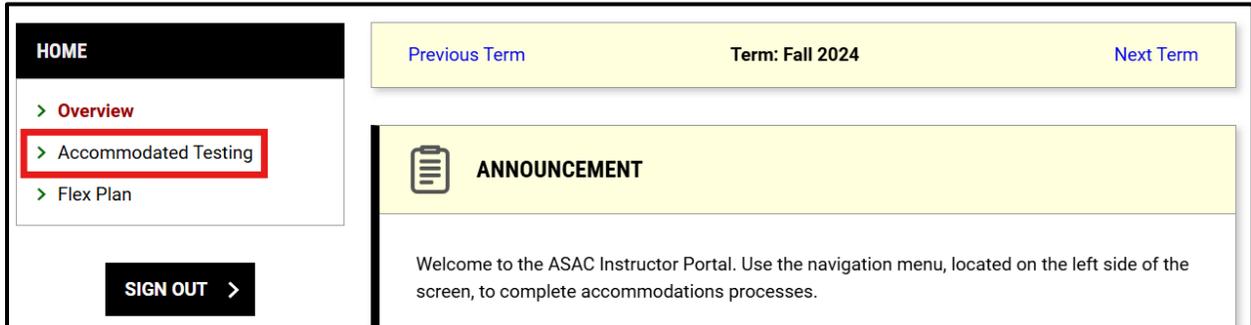

At the top of the screen, headings link to different pages within the Accommodated Testing Section.

- **Upcoming Exams-** This page lists upcoming exams scheduled by your students. Please note, only exams scheduled for courses with completed Course Instructions Forms will be listed.
- **Completed Files-** The ASAC is not currently using this section. No action is needed from instructors.
- **Course Instructions Form-** Use this page to add exam instructions that are applicable to all assessments in your courses, exam dates and specific instructions if needed, and exam files. Additionally, use this page to view and/or modify previously submitted instructions.
- **List Students-** This page lists all students with approved testing accommodations in your courses.
- **All Exams-** This page lists past and future exams taken by your students.
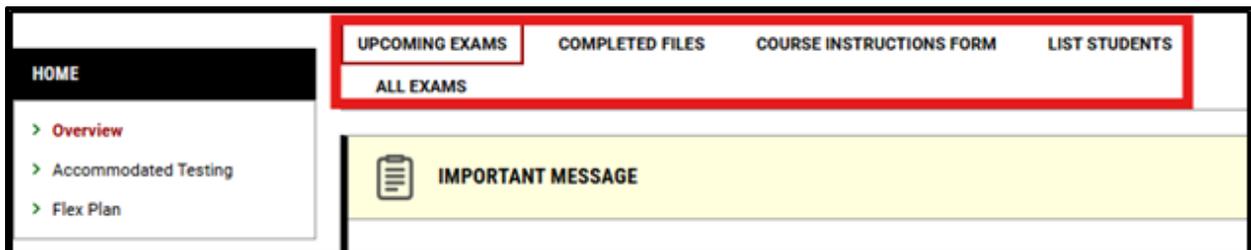
There may also be reminders visible. These reminders are specific to you. For example, a common reminder is the number of courses for which you have not completed Course Instructions Forms.

Use the hyperlink(s) in the reminder(s) to complete the action steps.
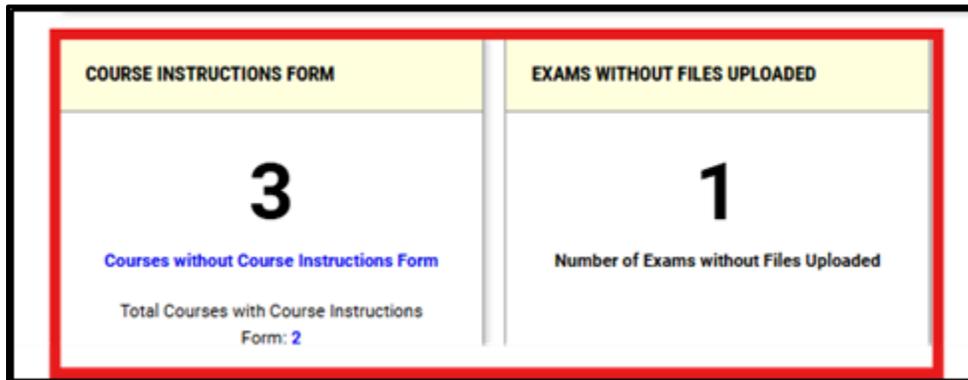
How to Most Efficiently Use the ASAC Instructor Portal for Testing

The ASAC's accommodated testing procedures were designed with the goal of a smooth, student-centered testing experience.

Please see below for instructions on how to most efficiently use the testing features of the portal. The below process reduces the work and stress for instructors, students, and ASAC staff.

At the Start of the Semester

- You'll begin receiving Faculty Notification Letters from your students shortly before the semester begins. These letters will note whether any of your students have approved testing accommodations.
- Log into your ASAC Instructor Portal and navigate to the Accommodated Testing section.
- Complete the Course Instructions Form for each of your courses.
  - Complete this form once with general testing information that is applicable to all exams in the course. These proctoring instructions and allowed testing materials (e.g., graphing calculator, notes) will be the primary instructions for administering your exams throughout the semester. If you need to provide specific instructions for exam dates (e.g., Canvas access code), add this exam-specific information when filling out Exam Details.
- Add the details of your scheduled quizzes, midterms, or exams (i.e., date, time, standard length).

- You **do not** need to have the exam file created to complete this step. If you know when the midterm will be but don't know what will be on it, add just the exam details now. Later, when the exam is written, upload the exam file.
- When you add exam details early, it simplifies the process for your students. When they log in to request to take an accommodated test, they can choose your scheduled exam date from a dropdown menu. When exam details are not added, students need to add the date, time, and standard length themselves, leaving more opportunity for mistakes.

- If any quizzes/tests/exams are already written and finalized, upload these files now after adding your exam details.

Throughout the Semester

- You'll receive email notifications from the ASAC with action steps needed from you.
- When you finalize any exam details or files that weren't added at the start of the semester, log into the portal to add this information.
- You also have the option to modify any previously provided information (e.g., standard length of exam, exam file). For example, if you wrote and uploaded a midterm at the start of the semester but then modified it based on the content your class has completed, you can log into your portal and replace the file.
- Provide exam details and files to the ASAC at least three days prior to the exam. The ASAC manages a high volume of accommodated exams. This deadline ensures our team can prepare for and administer exams accurately and efficiently and prevents unnecessary stress for your students.
  - If something comes up and you are unable to provide the exam by the deadline, please send an email, call, or stop by to communicate with us. We are happy to work with any instructors to find solutions to any issues that arise.
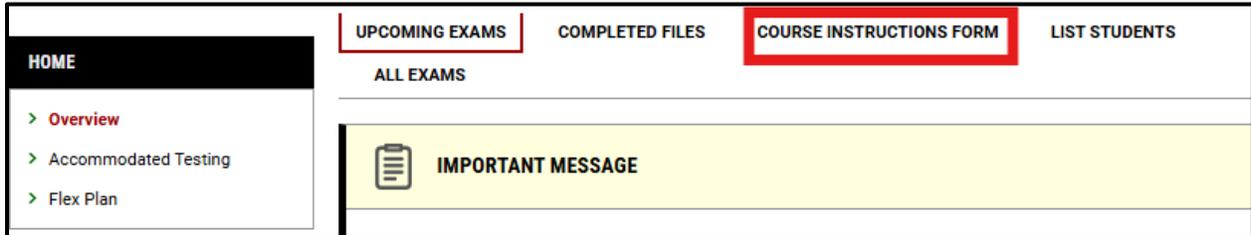
Course Instructions Forms

About Course Instructions Forms

Course Instructions Forms should be the first task you complete within the Accommodated Testing section of the ASAC Instructor Portal. These forms contain information regarding testing that is applicable to all exams in your course (e.g., contact information, permitted testing materials, test delivery, test return).

How to Complete a Course Instruction Form

Log into the ASAC Instructor Portal. Open the Accommodated Testing section by clicking "Accommodated Testing" in the navigation menu on the left side of the screen.

Click the "Course Instructions Form" heading at the top of the screen.

On the Course Instructions page, use the dropdown menu to view only "Courses without Course Instructions Form". Click "Go". Find your course, and click "Specify Course Instructions Form".
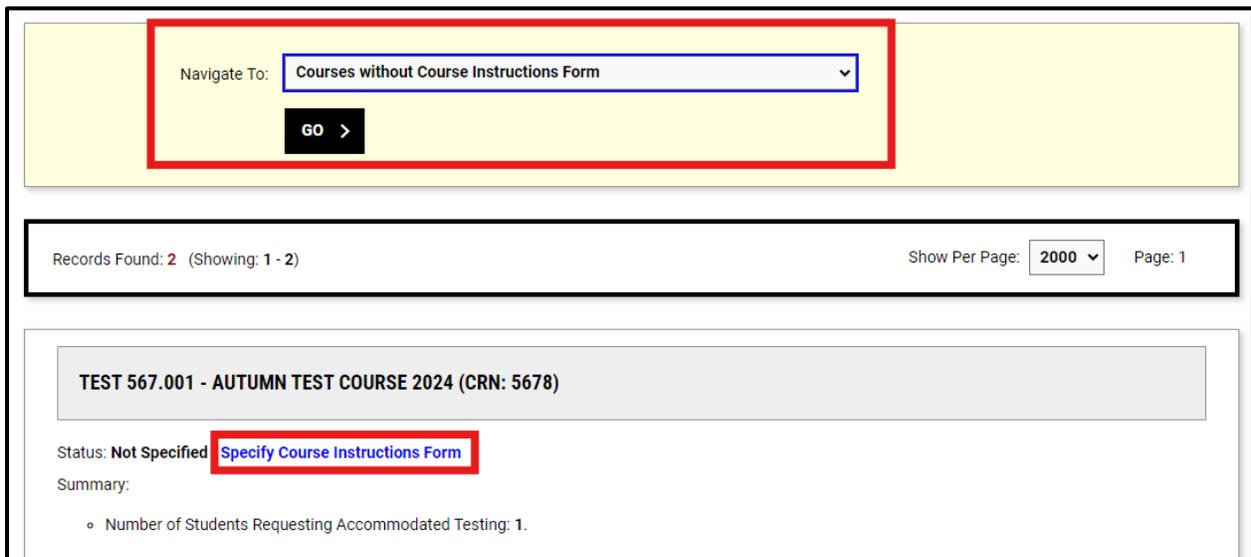
Before completing the Course Instructions Form, you have the option to note if you would like to proctor your own exams for students with testing accommodations or if your class has no exams.

If you want the ASAC to proctor your exams, use the dropdown menu next to Exam Management Method to select "ASAC will proctor exams". Then use the dropdown menu next to Confirm Task to select "Confirm to Proceed". Click "Submit Your Selection" to move onto the Course Instructions Form.

On the Course Instructions Form, provide your primary phone number, email, and an alternative phone number (if applicable). It is important to be able to reach you when a student is taking an exam with our office, to provide the same access to you as their peers taking the exam in class.

Next, provide information regarding instructions for your accommodated assessments in this course. Instructions are the same for all assessments in this course, you can enter this information now. You will not need to reenter the information when adding exam details.

If instructions differ for specific exams, you have two options to indicate this in the form.

- **Option One-** enter your general instructions in the Course Instructions Form. When adding exam dates and details, you will then enter exam-specific instructions for that date (e.g., Canvas access code).
- **Option Two-** select "Other" under testing materials and note that instructions will differ across exams. When adding exam details, you may enter exam-specific instructions for each assessment.

Indicate what software and/or materials students are permitted to use while taking the test. *

- ☐ No software or other materials needed
- ☐ Equation/study sheet
- ☐ Notes
- ☐ Textbooks/course readings
- ☐ Basic calculator
- ☐ Graphing calculator
- ☐ Scientific calculator
- ☐ Listening portion of exam
- ☐ Software - please specify (Excel, Statcrunch, SPSS, etc) (**Additional Comment Required**)
- ☐ Internet access
- ☐ Canvas access - please indicate whether accommodated time will be adjusted by instructor or by ASAC (**Additional Comment Required**)
- ☐ Other learning platform - please specify (Connect, MyLab, etc) (**Additional Comment Required**)
- ☐ Respondus Lockdown browser - instructors are responsible for adjusting accommodated time
- ☐ Scantron
- ☐ Bluebook
- ☑ Other (**Additional Comment Required**)

Additional Comment * :

Permitted exam materials are different for each assessment. I'll note permitted materials for each exam in Exam Details.

Next, add test delivery and test return information. The three options listed on the Course Instruction Form are the only options available for test delivery: File upload through portal, Canvas, Other learning platform (Connect, MyLab, etc.). If you want your student to deliver the completed exam, include a delivery location.

If you want your student to deliver the completed exam, include a delivery location. Use the "Additional information/notes to ASAC" to communicate anything else regarding your course.

Click "Submit and continue to specify exam dates" under the Form Submission heading at the bottom of the screen. When you've successfully completed the form, you will see a message reading "Success! Your action has been completed".

You then have the option to add exam details and/or copy the Course Instructions Form. If you do not have this information now, you can add it later.

Adding Exam Dates, Details, and Files

Once you complete a Course Instructions Form, you can add specific exam information. After submitting a Course Instructions Form, you will automatically be taken to the "List Exam Dates" step.

You can also navigate to this step by following these steps:

- Open the Accommodated Testing section of the ASAC Instructor Portal
- Click the "Course Instructions Form" heading at the top of the screen

- Locate your course, and click "View/Modify Course Instructions Form"
- Click "List Exam Dates" at the top of the screen

To add exam information, complete the Exam Detail section. Select the assessment type, date, and time. Add the standard length of the exam. This is the time you are giving students in class to complete the assessment. You do not need to calculate a student's accommodated time.

EXAM DETAIL

Type *:

Quiz

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).

11/08/2024

Time: ⓘ

9 AM   00

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

30

Additional Note For Staff: ⓘ

You will also see a section to add Exam Date Instructions including permitted materials, test delivery, and test return. If the information for this exam is the same as the information provided in your Course Instructions Form, please skip this section.

If your exam is on a learning platform that requires an access code, provide the Access code in the box provided. Additionally, if you are using Canvas, note whether you will adjust the student's time on Canvas to reflect their accommodation or if you need ASAC to adjust the time. On any other platforms, you must adjust the student's time to reflect their accommodations as the ASAC does not have editing access.

Finally, answer the last question related to student late arrival.

In the event a student arrives more than 15 minutes late to their exam, do we have your permission to start the student's assessment late?

○ Yes

◉ No, the student needs to contact instructor.

If you have an exam file ready, upload it in the "Upload Exam File" section. If your exam is not complete, you can add it later. **All exam files and instructions should be provided at least three days before the scheduled exam.**

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Midterm TEST 101.001

Select File: ⑦

Choose File | Midterm TEST 101.001.docx

Click "Save Exam Date" in the Form Submission section at the bottom of the page.

FORM SUBMISSION

SAVE EXAM DATE >   BACK TO LIST >

When you've successfully saved an exam date, you'll see the message "Success! Your action has been completed".

If you need to modify your exam date/details or if you need to upload an additional file, click "Modify" next to your exam date.

Copying Course Instruction Forms and Exam Details Across Sections or Courses

You may want to copy your Course Instructions Form and exam details across multiple courses or sections (e.g., you teach multiple sections of the same course). You can do that with the "Copy Course Instructions Form" feature.

To locate this feature, follow these steps:

- Opening the Accommodated Testing section of the ASAC Instructor Portal
- Click the "Course Instructions Form" heading at the top of the screen
- Locate the course for which you've already completed the Course Instructions Form, and click "View/Modify Course Instructions Form"
- Click "Copy Course Instructions Form" at the top of the screen

Use the dropdown menu to select the course or section to which you want to copy your course instructions. Click "Continue".

If you have also added exam dates, you have the option to also copy exam dates and files. Once you have made your selection, click "Copy Course Instructions Form".