## How to Approve a Student's Test Center Request

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

	OVERVIEW														
	LOGIN AS INSTRUCTOR	∩ > overview													
	BACK TO MY PROFILE >	Previous Term Term: 2024-2025 - Fail									Next Term				
	HOME	STUDI	STUDENTS WHO REQUESTED ACCOMMODATIONS												
0	Alternative Testing	REFINE SEARCH >													
	) Pace Plan	D € EXPORT DATA: STUDENTS											~		
	SIGN OUT >	Records Found 1 (Browing 1-1)								Show Per Page: 2000 V Page: 1					
		View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Alternative Testing	Flex Plan		
1		View	PDF	16508	WGST	205	01	Sample Student	Acknowledged	08/05/2024	08/05/2024	Yes	Yes		
- 1															

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 EX	XAMS		UPCOMING EXAMS	COMPLETED FILES ALTERNATIVE TEST	ING AGREEMENT LIST STUDENTS ALL EXAMS
LOGIN AS INSTRUCTOR	ALTERNATIVE TESTING AGREEMENT	EXAM REQUESTS REQUIRING APPROVAL	EXAMS WITHOUT FILES UPLOADED			
BACK TO MY PROFILE >	0	8	15			
NOME  Overview  Alternative Testing	Courses without Alternative Testing Agreement Total Courses with Alternative Testing Agreement: 2	Number of Exams Requiring Approval	Number of Exams without Files Uploaded			
> Flex Plan						
SIGN OUT >	UPCOMING EXAMS SCHEDULED					
	UPCOMING EXAM FILE UPLOAD	~				
	Records Found: 15 (Showing: 1 - 15)					Show Per Page: 2000 V Page: 1
	Status	Detail Proctor	Location C	RN Subject Course Section Full Name	Type Exam Date	Time Range Late Requested On
	Approved     Review Instructions By Student	Detail Not Assigned	DS0 Test Center SAU 1150		Test 09/27/2024	09:35 AM - 10:50 AM (75) 08/26/2024
	Processing     Review Instructions By Student	Detail Not Assigned	DS0 Test Center SAU 1150		Test 09/27/2024	10:00 AM - 11:15 AM (75) 08/26/2024
	Processing     Review Instructions By Student	Detail Not Assigned	DSO Test Center SAU 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.

	Status	Detail	Proctor	Location	CRN	Subject	Course	Section	Full Name		Туре	Exam Date	Time Range	Late	Requested On
	Approved Review Instructions By Student	Detail	Not Assigned	DSD Test Center SAU 1150						I	Test	09/27/2024	09:35 AM - 10:50 AM (75)		08/26/2024
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150						I	Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/26/2024
D	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150						1	Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/28/2024
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150							Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/30/2024
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150						I	Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/26/2024
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150							Test	09/27/2024	10:00 AM - 11:15 AM (75)		08/23/2024
0	Processing	Detail	Not Assigned	DSD Test Center SAU 1150							Test	10/25/2024	09:35 AM - 10:50 AM (75)		08/26/2024
2	Instructor Approval Required	Detail	Not Assigned	DSO Test Center SAU 1150							Test	10/25/2024	10:00 AM - 11:15 AM (75)		08/26/2024
6	Instructor Approval Required	Detail	Not Assigned	DSO Test Center SAU 1150							Test	10/25/2024	10:00 AM - 11:15 AM (75)		08/26/2024
6	Instructor Approval Required	Detail	Not Assigned	DSO Test Center SAU 1150							Test	10/25/2024	10:00 AM - 11:15 AM (75)		08/23/2024
	Instructor Approval Required	Detail	Not Assigned	DS0 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.

> ALTERNATIVE TESTING > UPCOMING EXAMS

urse:   Jdent:   Jdent:   Ite:   Friday, October 25, 2024   ne:   10:00 AM   APPROVE REQUEST >	AM INFORMATION	RESCHEDULING INFORMATION
Indent:     Indent:     Indent:     Additional Note:     Additional Note:     Additional Note:     Indent:     Indent:	ourse:	Reason For Rescheduling*:
Additional Note:		Select One 🗸
ate: Friday, October 25, 2024 ime: 10:00 AM APPROVE REQUEST >	tudent:	Additional Note:
APPROVE REQUEST >		
Friday, October 25, 2024	ate:	
Time: 10:00 AM APPROVE REQUEST > FORM SUBMISSION	Friday, October 25, 2024	
10:00 AM APPROVE REQUEST > FORM SUBMISSION	me:	
APPROVE REQUEST > FORM SUBMISSION	10:00 AM	
FORM SUBMISSION	APPROVE REQUEST >	
FORM SUBMISSION		
	ORM SUBMISSION	

 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.

> ALTERNATIVE TESTING > UPCOMING EX	CAMS
EXAM INFORMATION	RESCHEDULING INFORMATION
Course:	Reason For Rescheduling*: Select One Select One
Student: Date:	Date of the exam does not match with the syllabus
Friday, October 25, 2024 Time:	
10:00 AM	
FORM SUBMISSION	
SUBMIT REQUEST > BACK TO PREVIOU	JS PAGE >

7. The screen will automatically refresh and go back to the main alternative testing page. The status of the approved exam will now be set as **Processing**. When the exam request is approved by Test Center staff, the status will change to **Approved**.

Rec	ords Found: 15 (Showing: 1 - 15)			
•	Status	Detail	Proctor	Location
	Approved Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150
	Processing Review Instructions By Student	Detail	Not Assigned	DSO Test Center SAU 1150
	Processing Review Instructions By Student	Detail	Not Assigned	DS0 Test Center SAU 1150