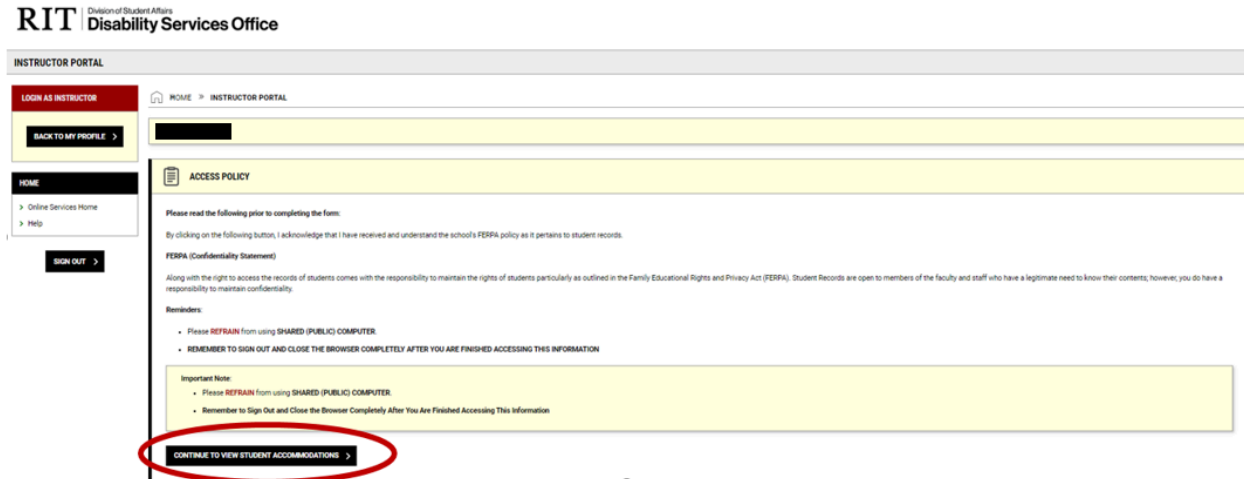
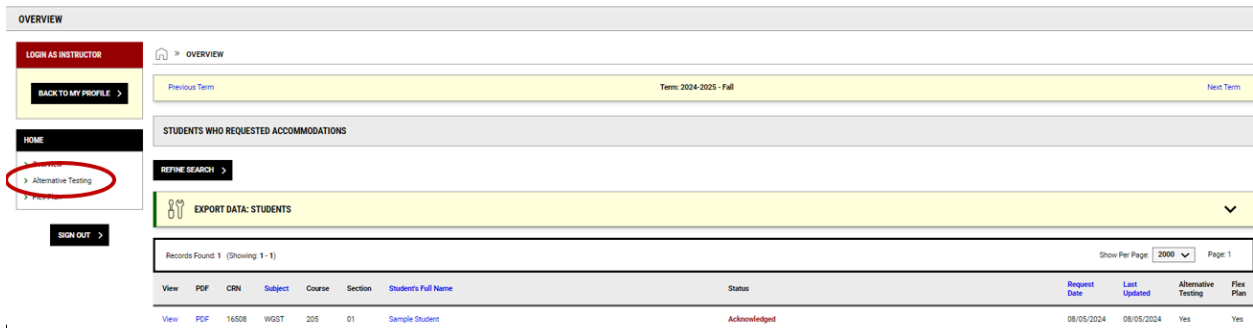


# MyDSO Faculty Portal: Alternative Testing Agreement

1. Log into the **MyDSO Faculty Portal** ([bachelor.accessiblelearning.com/RIT/Instructor](http://bachelor.accessiblelearning.com/RIT/Instructor)).
2. Review any **REMINDERS** that display on the page, then click **Continue to View Student Accommodations**.



3. In the left-hand sidebar, click **Alternative Testing**.



4. Any courses that do not have alternative testing agreements will be listed on this screen. To create an agreement, click the blue **Courses Without Alternative Testing Agreement** link.

UPCOMING EXAMS

Session Extender: ON

ALTERNATIVE TESTING > UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

LOGIN AS INSTRUCTOR

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ALTERNATIVE TESTING AGREEMENT

1

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

UPCOMING EXAMS SCHEDULED

THERE ARE NO EXAMS SCHEDULED YET BY STUDENTS

QUESTION?

By Email: dsotest@rit.edu

5. Click the blue **Specify Alternative Testing Agreement** link underneath a course's name.

ALTERNATIVE TESTING AGREEMENT

Session Extender: ON

ALTERNATIVE TESTING > ALTERNATIVE TESTING AGREEMENT

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

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Previous Term Term: 2023-2024 - Summer Next Term

Navigate To: Courses without Alternative Testing Agreement

GO >

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

Status: Not Specified - Specify Alternative Testing Agreement

Summary:

- Number of Students Requesting Alternative Testing: 1.

QUESTION?

By Email: dsotest@rit.edu

6. Use the **dropdown menu** to select whether exams will need to be proctored, then click the **submit button**.

ALTERNATIVE TESTING AGREEMENT

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ALTERNATIVE TESTING AGREEMENT

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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 pursued, 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 be prevented from scheduling a test at the DSO Test Center. Thank you!

AVAILABLE OPTIONS FOR [REDACTED]

Exam Management Method

- DSO Will Proctor Exams
- DSO Will Proctor Exams
- I Will Proctor My Own Exams (or Online Only)
- My Class Has No Exam

Select One

FORM SUBMISSION

SUBMIT YOUR SELECTION >

7. The **Alternative Testing Agreement** provides the necessary information to administer tests in the DSO Test Center. The first section asks you to specify materials/resources allowed, the format of exams, and the best way for the Test Center to contact you during a student's exam. Complete these fields and click **Submit and Continue to Specify Exam Dates**.

## ALTERNATIVE TESTING AGREEMENT - DETAILS

Session Extender: ON

» ALTERNATIVE TESTING AGREEMENT - DETAILS

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### COURSE INFORMATION

Course:

#### Information Regarding Alternative Testing Agreement

The purpose of this Testing Agreement is to allow the DSO to collect information necessary to proctor tests, exams, and quizzes according to instructor expectations (time, allowable resources, etc.) **If faculty have not completed this agreement, DSO cannot proctor their students, even if the student makes an appointment to take a test in DSO.**

### LIST OF QUESTIONS

Please indicate which resources are allowed during the test, quiz, or exam.

- Textbook (hard copy only)
- E-book
- All class notes/handouts
- Equation Sheet or Crib Sheet - include criteria in the Additional Notes box below (**Additional Comment Required**)
- Other (**Additional Comment Required**)
- No resources allowed (the test is closed book/closed notes)

Additional Comment:

Is a calculator allowed? \*

- Any type of calculator is allowed (graphing, scientific, etc.)
- Scientific calculator only; graphing calculator is not allowed
- Basic 4-function calculator only
- No calculator is allowed
- Not applicable

Additional Comment:

Are other materials required to administer the test, quiz, or exam?

- Scantron sheet
- Blue book or lined paper
- Scrap paper
- Other (**Additional Comment Required**)
- None

Additional Comment:

Is this test online or hard copy? \*

- Online
- Hard copy

Additional Comment:

If the test is online, how should it be administered?

- Not applicable
- DSO's **monitored** computer is needed so that the student's computer screen can be directly monitored (**Additional Comment Required**)
- Student's own laptop is needed and students without accommodations **must take the test in class** (**Additional Comment Required**)
- This is an online take-home exam that can be completed remotely. **Note: DSO cannot host these tests except in specific extenuating circumstances.**

Additional Comment:

Please indicate any software, applications, or websites students may access during this test. If no digital resources are allowed, write "None."

During the test, how can you be reached if the student has a question?

Phone call (Additional Comment Required)

Text (Additional Comment Required)

Email (Additional Comment Required)

Additional Comment:

**FORM SUBMISSION**

**SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >**

8. Enter information for the first exam in the course, including date and time, approval method, and length of the exam in minutes. There is also an option to upload an exam file on this page. When complete, click **Save Exam Date**. Repeat this process for all other exams in the course.

**EXAM DETAIL**

Type \*:

Approval Method \*:

Date \*:

Time:

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.

Additional Note For Staff:

**UPLOAD EXAM FILE**

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

File Title:

Select File:

**FORM SUBMISSION**

**SAVE EXAM DATE >** **BACK TO LIST >**

9. Throughout the semester, the agreement can be updated if needed. Agreements will be accessible through the main **Alternative Testing** page.

UPCOMING EXAMS

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ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS COMPLETED FILES ALTERNATIVE TESTING AGREEMENT LIST STUDENTS ALL EXAMS

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### ALTERNATIVE TESTING AGREEMENT

1

Courses without Alternative Testing Agreement  
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### UPCOMING EXAMS SCHEDULED

THERE ARE NO EXAMS SCHEDULED YET BY STUDENTS

QUESTION?  
By Email: [dsotest@rit.edu](mailto:dsotest@rit.edu)