MyDSO Faculty Portal: Alternative Testing Agreement

1. Log into the MyDSO Faculty Portal (bachelor.accessiblelearning.com/RIT/Instructor).

2. Review any **REMINDERS** that display on the page, then click **Continue to View Student Accommodations.**

RIT Disabilit	y Services Office
INSTRUCTOR PORTAL	
LOGIN AS INSTRUCTOR	(i) HOME ≥ INSTRUCTOR PORTAL
BACK TO MY PROFILE >	
MOH	E ACCESS POLICY
Online Services Home Help	Please read the following prior to completing the form: By clicking on the following button, I advocwledge that I have received and understand the school's FERFA policy as it persians to studient records. FERFA Conditionality Statement)
side cor	Any with the right to access the records of indexts comes with the responsibility to maintain the rights of indexts particularly as outlined in the Family Educational Rights and Privacy Act (EEEFA). Dudient Records are open to members of the foculty and staff who have a legismate need to know their contents, however, you do have a responsibility to maintain confidentiality.
	Reminders: Please REFARINTION USING SHARED (PUBLIC) COMPUTER REMEMBER TO SIGN OUT AND CLOSE THE BROWGER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THES INFORMATION
	Important Note: Flasse REFRANK from using SHARED (PURLIC) COMPUTER. Remember to Sign Out and Close the Browser Completely After You Are Privated Accessing Tals Information
Contraction (1998)	CONTINUE TO VERY BETLERINY ACCOMMODATIONS 3

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

OVERVIEW					
LOGIN AS INSTRUCTOR	□ » overview				
BACK TO MY PROFILE >	Previous Term	Term: 2024-2025 - Fall	Next Term		
HOME	STUDENTS WHO REQUESTED ACCOMMODATIONS				
Alternative Testing	RETINE SEARCH >				
) neether	$\left[\begin{array}{c} 0 \\ 0 \end{array} \right]^{\circ}$ EXPORT DATA: STUDENTS		~		
SIGN OUT >	Records Found 1 (Showing 1-1) Show Per Page 2000				
	View PDF CRN Subject Course Section Student's Full Name	Status	Request Last Alternative Flex Date Updated Testing Plan		
1	View PDF 16508 WGST 205 01 Sample Student	Acknowledged	08/05/2024 08/05/2024 Yes Yes		

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	ALTERNATIVE TESTING AGREEMENT				
HOME Overview Alternative Testing Filex Plan	Courses situat Alternative Tessing Agreement Tend Courses with situate Tessing Agreement 8				
SIGN OUT >	UPCOMING EXAMS SCHEDULED				
	THERE ARE NO EXAMS SCHEDULED YET BY STUDENTS				
	QUESTION? By Email: doctest@rit.edu				

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

ALTERNATIVE TESTING AGREE	MENT					
Session Extender: ON	$\widehat{\left(n\right) }$ » alternative testing $$ » alternative testing agreement	UPCOMING EXAMS	COMPLETED FILES	ALTERNATIVE TESTING AGREEMENT	LIST STUDENTS	ALL EXAMS
LOGIN AS INSTRUCTOR	Previous Term	Term: 2023-2024 - Summer				Next Term
BACK TO MY PROFILE >	Nevigete Te: Courses without Alternative Testing Agreement					
НОМЕ	60 >					
> Overview						
Alternative Testing Flex Plan	Records Found: 1 (Showing: 1 - 1)			Show	Per Page: 2000 ¥	Page: 1
SIGN OUT >						
	Status: Not Specified - Specify Alternative Testing Agreement					
	Summary:					
	Number of Students Requesting Alternative Testing: 1.					
	QUESTION?					
	By Email: disorest@rit.edu					

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

ALTERNATIVE TESTING AGREEN	AENT CONTRACT OF CONTRACT.
Session Extender: ON	∩ ≫ ALTERNATIVE TESTING AGREEMENT
LOGIN AS INSTRUCTOR	PROCTORING YOUR OWN EXAM
BACK TO MY PROFILE > NOME Overview Alternative Testing Files Plan	Read The Below Statement FIRST If you does deet not have tests that reade processing or if you are aller to proceed parts of the section above that hadpendies because that sections are setted parts of the section above that sections are setted parts of the section above that sections are setted parts of the section above that the sections does does not have test and parts of the section above that the sections does not have test and parts of the section above that the sections does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and parts of the section above test and the section does not have test and the section does not have test and the section does not have test and test and the section does not have test and test
SIGN OUT >	FORM SUBMISSION
	SUBMT 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 AGREEN	IENT - DETAILS	
Session Extender: ON	ALTERNATIVE TESTING AGREEMENT - DETAILS	
LOGIN AS INSTRUCTOR	COURSE INFORMATION	LIST OF QUESTIONS
BACK TO MY PROFILE > HOME Overview Alternative Testing Filex Plan SIGN OUT >	Course: Information Regarding Alternative Testing Agreement The purpose of this Testing Agreement is to allow the DS0 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, DS0 cannot proctor their students, even if the student makes an appointment to take a test in DS0.	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? If the test is online, how should it be administered? DS0'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: DS0 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:
ORM SUBMISSION	
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	UPLOAD EXAM FILE
Type *: Select One ✓ Approval Method *: Select One ✓ Date *: ⑦ mm/dd/yyyy ::: Time: ⑦ Select ✓ Select ✓ Select ✓ Select ✓ Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. Additional Note For Staff: ⑦	Note: Exam files can be added on a continual basis. File Title: Select File: ⑦ Choose File No file chosen
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							
Session Extender: ON	∩ ≫ ALTERNATIVE TESTING ≫ UPCOMING EXAMS	UPCOMING EXAMS COMPLETED FIL	ALTERNATIVE TESTING AGREEMENT	LIST STUDENTS	ALL EXAMS		
LOGIN AS INSTRUCTOR	ALTERNATIVE TESTING AGREEMENT						
BACK TO MY PROFILE >	1						
HOME	Course without Alternative Testing Agreement Total Course with Alternative Testing						
Overview Alternative Testing Flex Plan	Agreement						
SIGN OUT >	UPCOMING EXAMS SCHEDULED						
	THERE ARE NO EXAMS SCHEDULED YET BY STUDENTS						
	QUESTION?						
	By Email: dsotest@rit.edu						