Tutorial: How to make a copy of the Alternative Testing Agreement

Professors teaching multiple sections of the same course may copy a completed Testing Agreement for use across multiple sections/courses. The following tutorial will guide you through the process of copying the completed Testing Agreement for additional sections. Please contact our office if you encounter any issues during this process.

Step 1. Locate the List Alternative Testing Agreement box. It will appear after one Testing Agreement is completed.

Step 2. In the Select drop-down menu, select the course with the completed Testing Agreement. This selected Testing Agreement contains the source information you want to copy to the other sections. In the Copy to drop-down menu, select the course(s) that do not have a Testing Agreement. Note: You cannot select multiple courses for the above actions.
Step 3. Press the Copy button.

Step 4. For verification of the completed task, please check the top of your screen for a green checkmark.

This concludes the tutorial on copying the Alternative Testing Agreement for multiple sections or courses. If you have any questions or concerns, please contact our Test Proctoring Center at 803-576-8457 or email the SDRC Testing Staff at SDRCTEST@sc.edu.