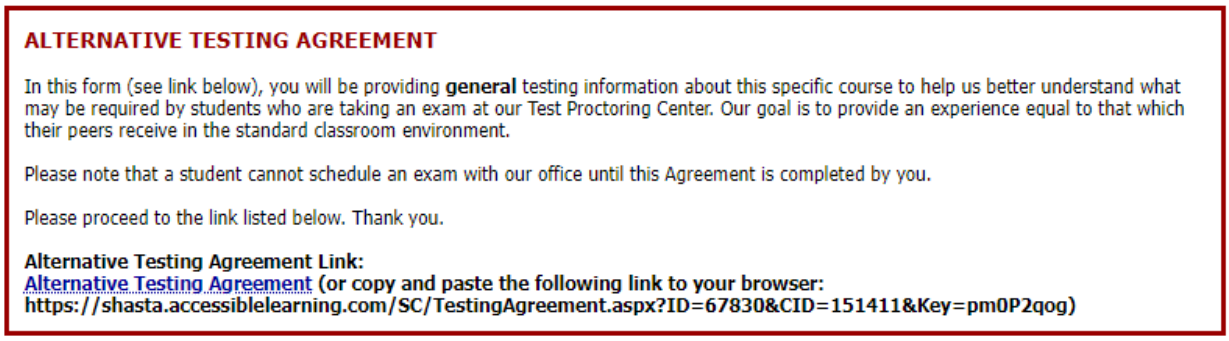
Completing the Alternative Testing Agreement

The Alternative Testing Agreement is an agreement between the student(s) and the instructor. Instructors can specify details of all exams associated with each course and section.

The Testing Agreement must be completed before the student(s) submits an exam request. The absence of the course's Testing Agreement will result in the student's inability to test in the SDRC Test Proctoring Suite.

Faculty Notification Letters contain the link to the course's Alternative Testing Agreement form. This link is located inside a red rectangular box in the email. **Note**: This Testing Agreement link only appears if the student is eligible for Alternative Testing as an accommodation. Click on the "Alternative Agreement hyperlink or copy and paste the link to your browser to complete the agreement.



ALTERNATIVE TESTING AGREEMENT

In this form (see link below), you will be providing **general** testing information about this specific course to help us better understand what may be required by students who are taking an exam at our Test Proctoring Center. Our goal is to provide an experience equal to that which their peers receive in the standard classroom environment.

Please note that a student cannot schedule an exam with our office until this Agreement is completed by you.

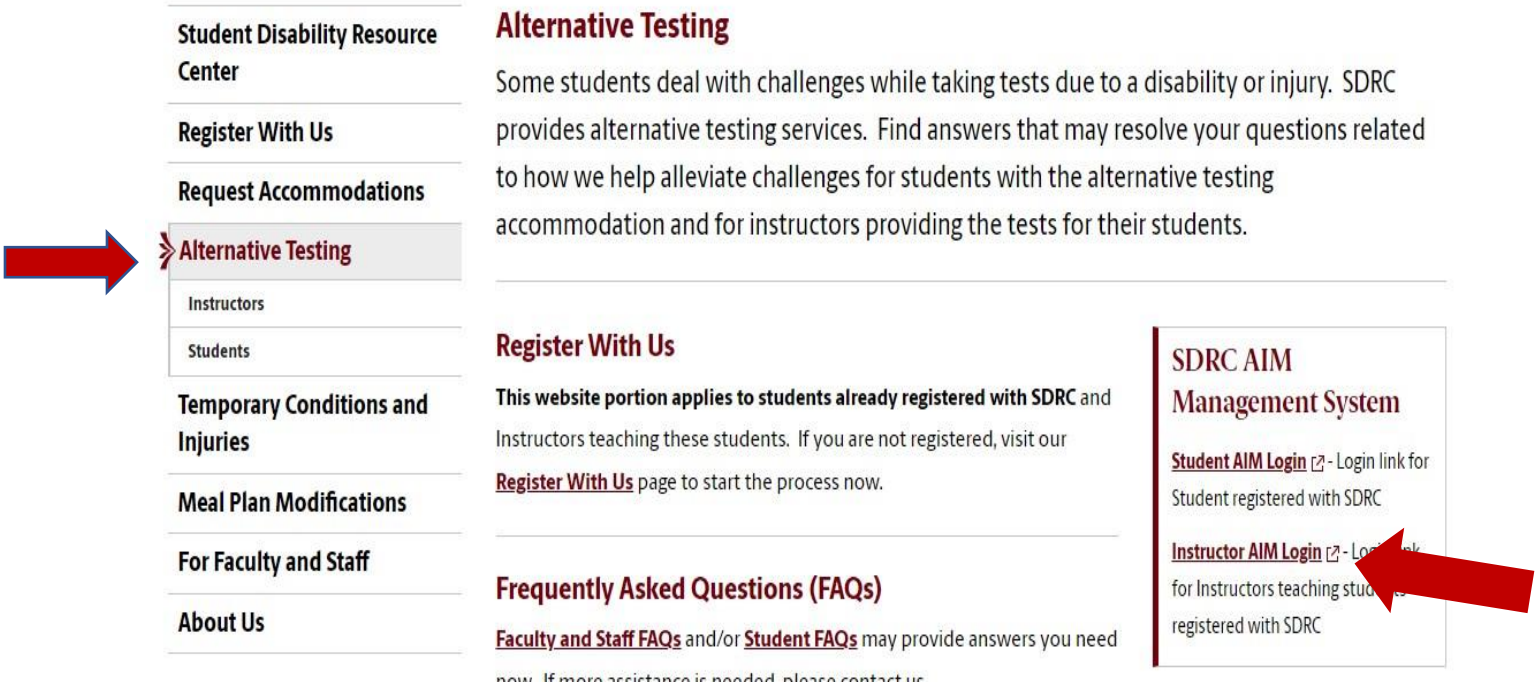
Please proceed to the link listed below. Thank you.

Alternative Testing Agreement Link:
Alternative Testing Agreement (or copy and paste the following link to your browser:
https://shasta.accessiblelearning.com/SC/TestingAgreement.aspx?ID=67830&CID=151411&Key=pm0P2qog)

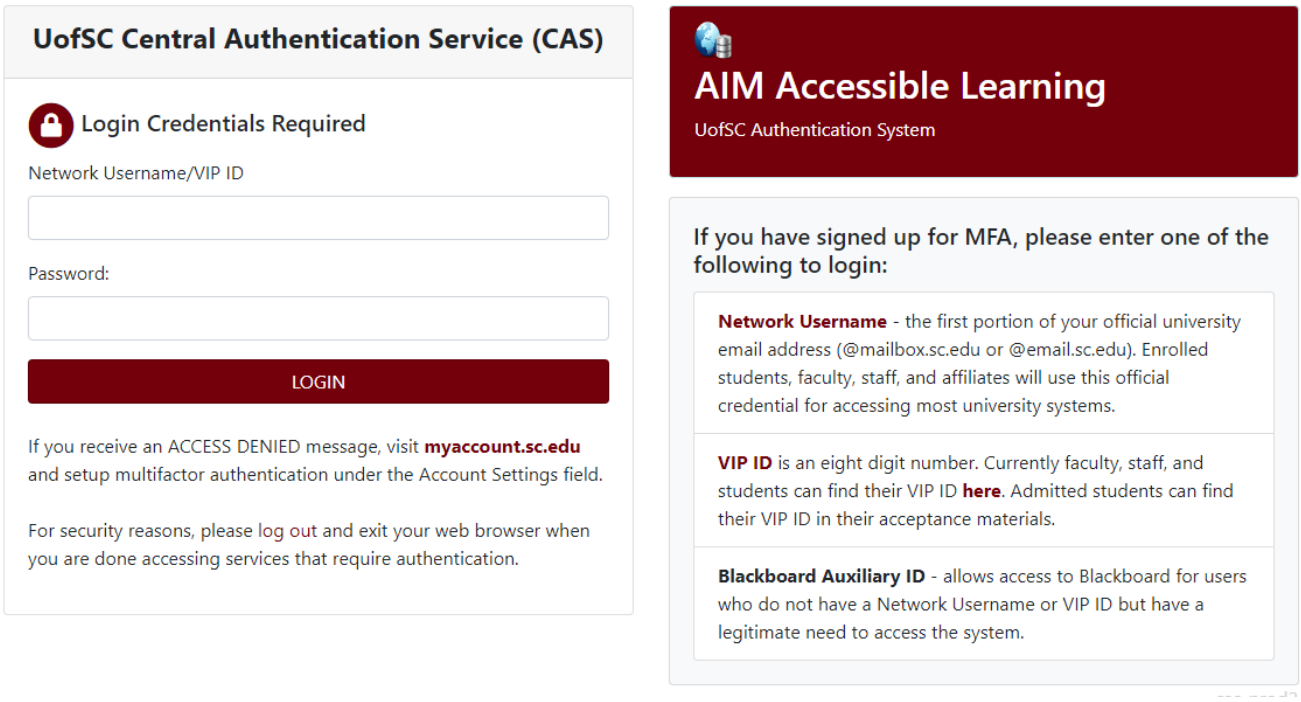
Tutorial: How to complete the Alternative Testing Agreement

Professors are responsible for completing the Testing Agreement which allows students to submit exam requests and receive testing accommodations for in-person and online examinations. The Testing Agreement can be completed via a link in the Faculty Notification Letter or by AIM. The following tutorial will explain the process of completing the Testing Agreement by AIM. **Note**: Testing Agreements can be copied and used for multiple sections/ courses.

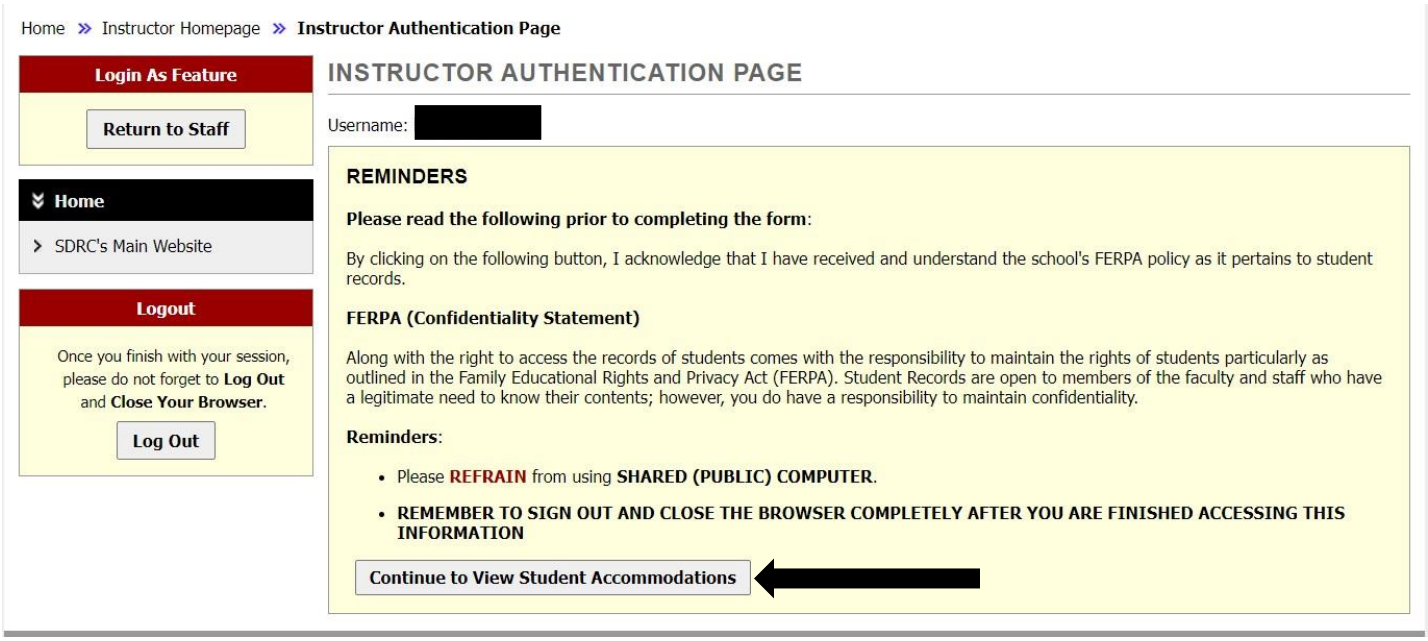
Step 1. Log into the Instructor portal on AIM. You can visit our webpage for quicker access here.



Step 2. Log in using your network name or VIP ID and password.

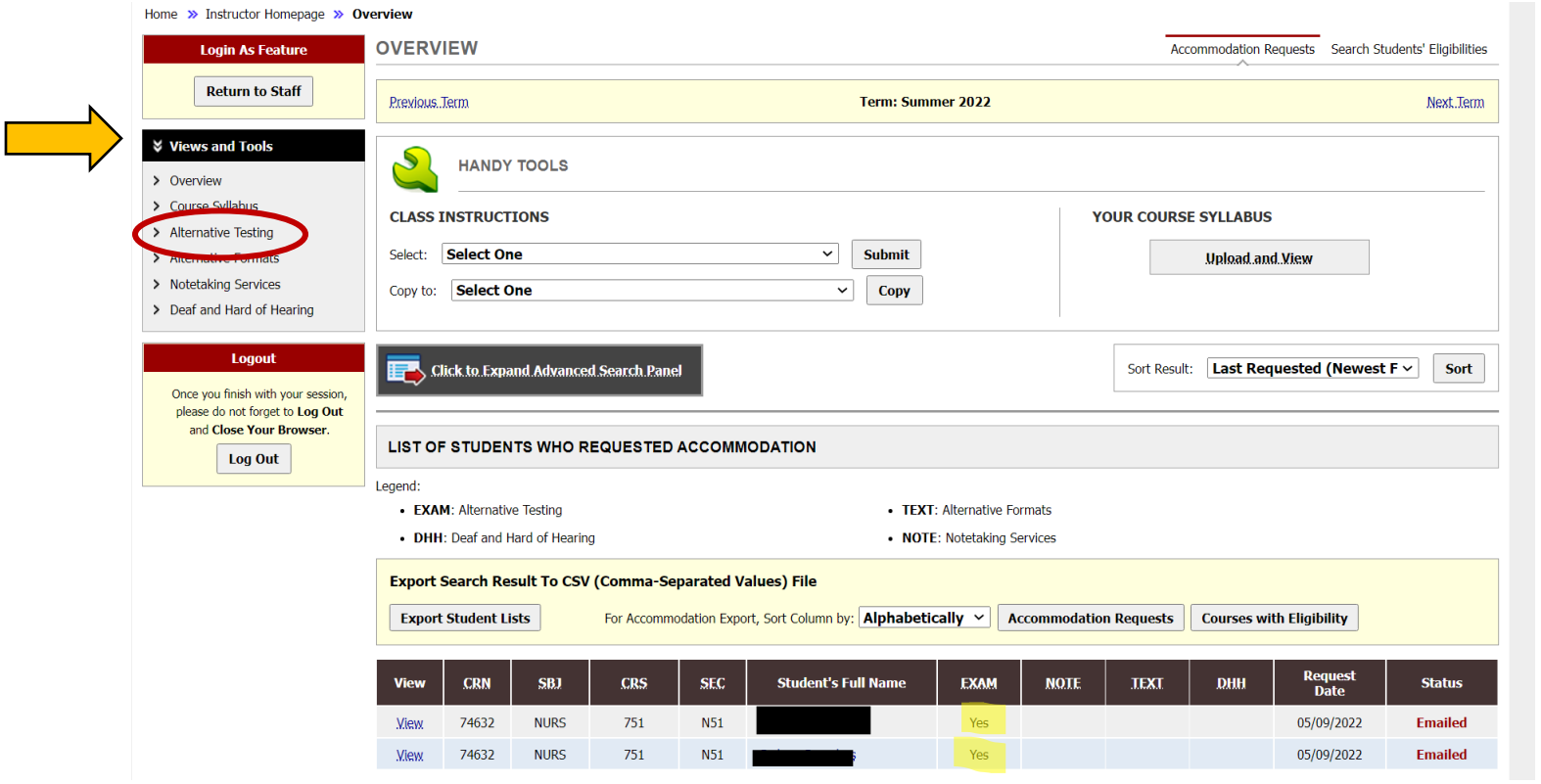


Step 3. Read the reminders and click the "**Continue to View Student Accommodations**" button.

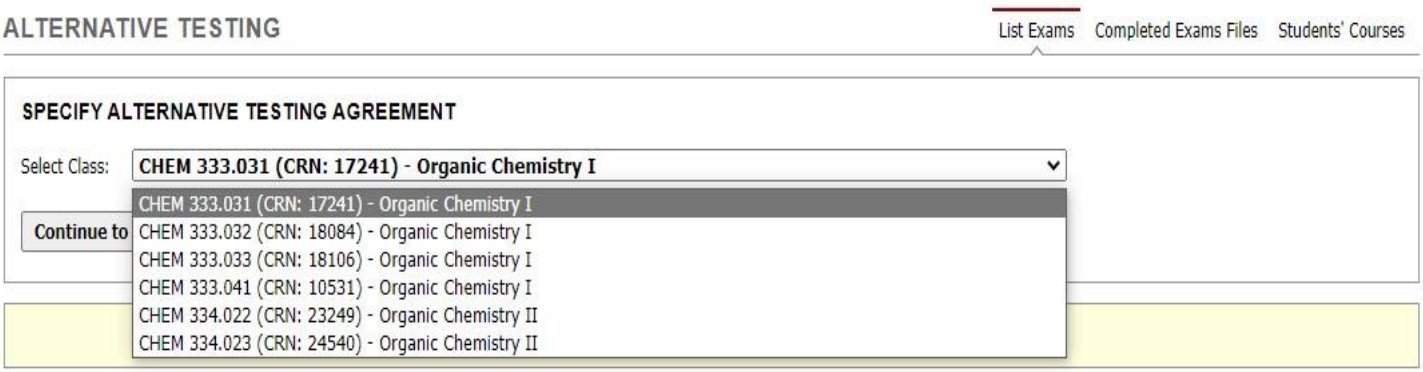


Step 4. Look for the View and Tools banner on the left-hand side of the screen. Under *Views and Tools*, select ***Alternative Testing***.

Note: On the **Overview** page, you can view your list of students with accommodations. If a student has a **YES** under the **EXAM** column, then they have requested testing accommodations.



Step 5. When completing the Testing Agreement for the **first time,** select a class from the drop-down menu. Then, press the "Continue to Specify Alternative Testing Agreement" button.



Step 6. Review the Alternative Testing Agreement Description and the Faculty/Staff Instructions. The instructions provide clarification on the SDRC policies and explain the expectation of Instructors.

Class: [redacted]

ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Type: **2022-2023 Alternative Testing Agreement**

--Please review the information below and complete the following form to the best of your ability. We appreciate the collaborative effort in ensuring that our shared student's accommodations are met. Please do not hesitate to reach out to us if you have any questions regarding this form.--

Alternative Testing Agreement and Purpose

The Alternative Testing Agreement is a form designed to gather general information about the testing experience for students in your classroom for this specific course and section. The Student Management System used by the SDRC requires that the course instructor for the requested section complete a general information form to provide the SDRC with information on proctoring the exam for your course.

If you have any questions regarding this, please feel free to contact us at SDRCTEST@sc.edu, **803-576-8457**, or by visiting our Test Proctoring office at **Close-Hipp Room 203** between **8:00AM to 5:00 PM** Monday through Friday.

Note:
As the instructor, you can apply your Testing Agreement to multiple sections by logging into your Instructor AIM Portal. If you would like assistance with this process, please let us know. The process of applying/copying this information to other sections is completed manually by the SDRC staff so it may take some time to enter this information.

Important Note Regarding Email Notifications:

When providing your email if you select for exams to be returned via scan, you should provide the email listed on the university feed (i.e. what is listed on Self Service Carolina), as this is what our system uses for communication purposes. If you utilize an email account other than your university-assigned account (e.g. @moore.sc.edu, @gmail.com, etc.) you will need to communicate with your **department IT** to obtain guidance on how to forward our emails to your preferred email address.

FACULTY / STAFF INSTRUCTION

Helpful Links

- Alternative Testing FAQs for Instructors
- Instructor AIM Portal

If you teach more than one course, you are required to fill out this agreement for each course. However, if you would like this agreement to apply to other sections you can complete this action in the Instructor AIM Portal, or email us at SDRCTEST@sc.edu.

Accommodation Issue Reporting Policy-

If a student does not feel they have received the appropriate or correct approved accommodations, they have been instructed to stop the test/quiz **immediately** and notify both the SDRC and their professor of this issue. Students are encouraged to provide photographic evidence.

Alternative Testing Agreement Instructions-

Complete all questions for the Testing Agreement. Please be advised that a student cannot schedule a certain exam type (eg. final) if the field is left blank. Make sure all necessary fields are completed in the **EXAM TYPE(S)** section of the Testing Agreement.

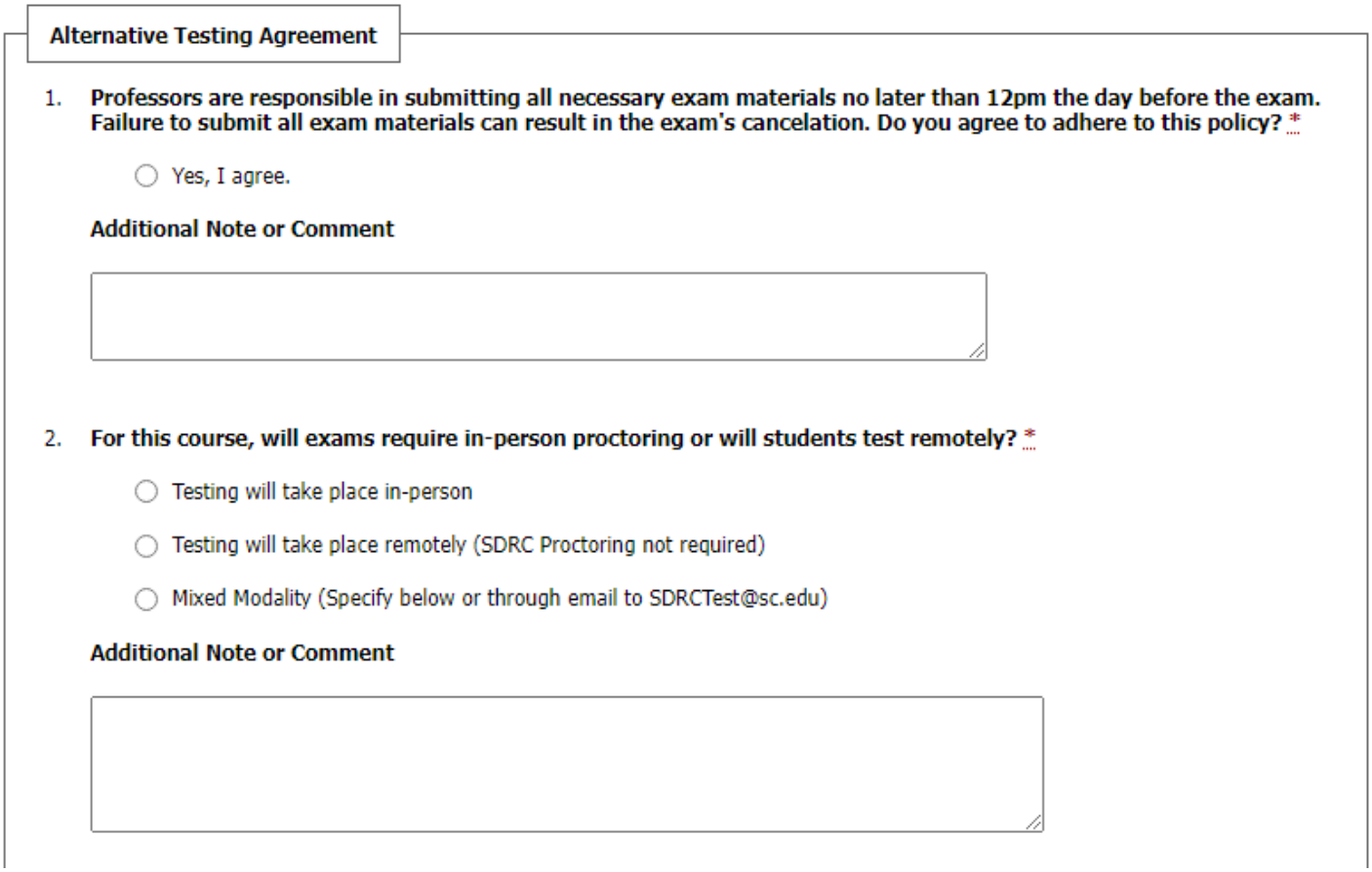
Changes in Testing Hours-

Exams must be scheduled for times that fall within the hours of **8:00AM-5:00 PM** Monday-Fridays. This means the exam will need to be completed at or before **5:00pm(M-F)** using approved testing accommodations. Exams that fall outside of the Testing Center's hours of operation must be scheduled **at least 5 business days prior** to ensure a Night Proctor is scheduled.

Changes in Delivery/Upload Deadline-

Professors are responsible for providing all testing materials to the SDRC no later than 12:00 PM **the day before the exam**. If these materials are not delivered/uploaded by this deadline, the SDRC reserves the right to reschedule the exam based on the student's availability.

Step 7. Scroll down to the Alternative Testing Agreement and complete the form. **Note**: There are more questions than the ones shown.



Alternative Testing Agreement

1. **Professors are responsible in submitting all necessary exam materials no later than 12pm the day before the exam. Failure to submit all exam materials can result in the exam's cancelation. Do you agree to adhere to this policy?** *

   ○ Yes, I agree.

   Additional Note or Comment

2. **For this course, will exams require in-person proctoring or will students test remotely?** *

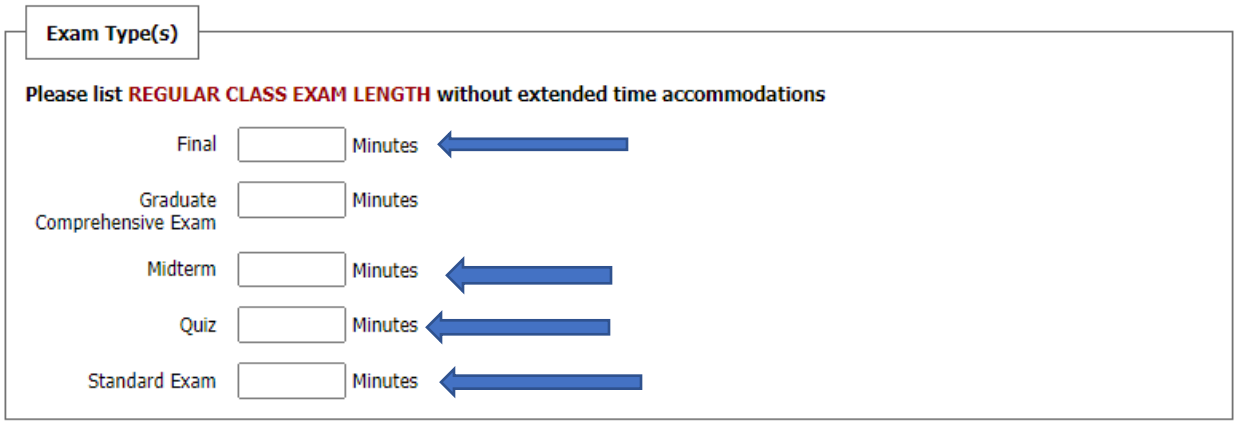
   ○ Testing will take place in-person

   ○ Testing will take place remotely (SDRC Proctoring not required)

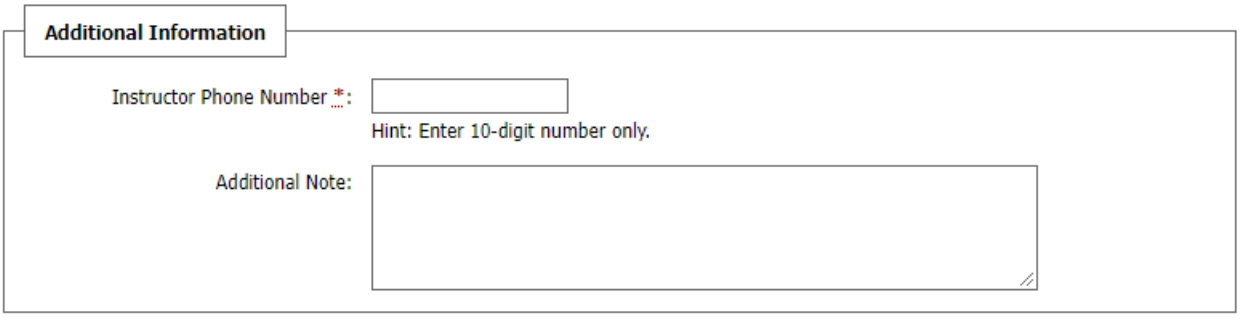
   ○ Mixed Modality (Specify below or through email to SDRCTest@sc.edu)

   Additional Note or Comment

Step 8. Complete the **Exam Type(s)** section of the agreement. Please be advised that each field must include the allotted time for students to schedule that specific exam type. For example, if there's a quiz, standard exam, midterm, **and** final, please include the allotted time in the designated field.



Step 9. Complete the fields in the Additional Information section. Instructors can specify any additional information or instructions in this section.



Step 10. Click the "Submit Alternative Testing Agreement" button.

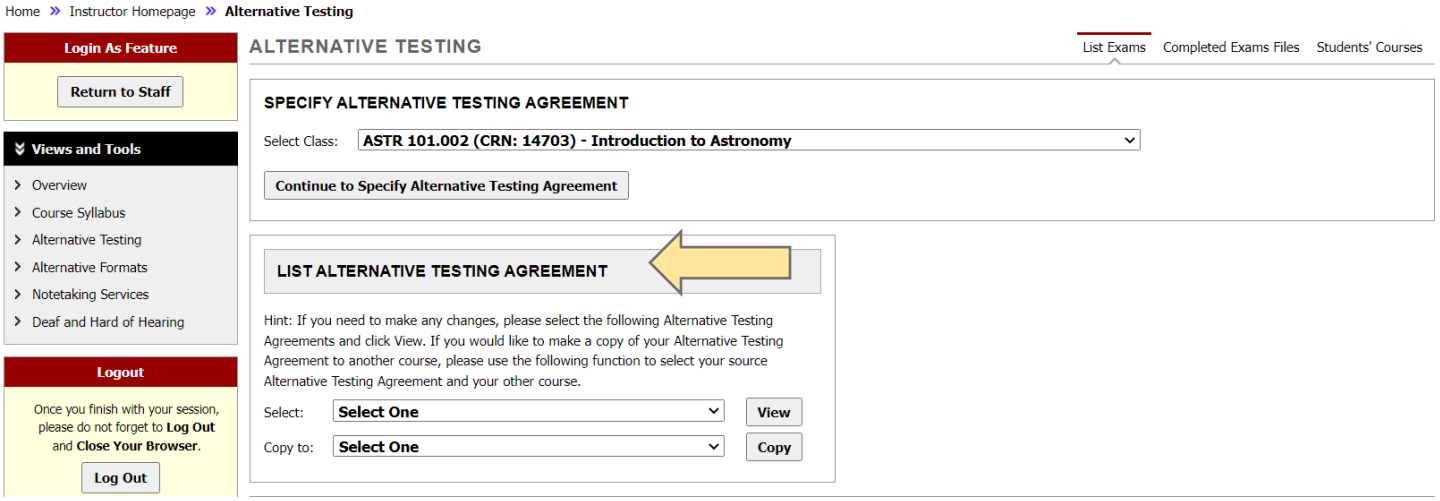
Step 11. For verification of the completed task, please check the top of your screen for a green checkmark.

This concludes the tutorial on completing the Alternative Testing Agreement. Please read further for the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu with any questions or concerns.

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

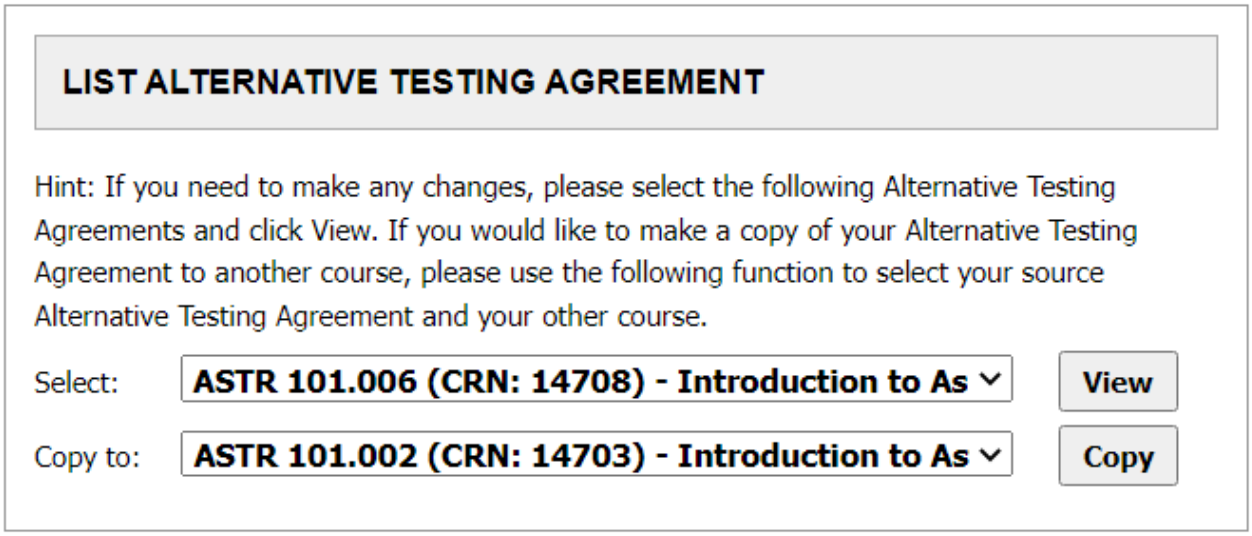
Professors who teach multiple sections of a course can copy a completed testing agreement for one section of a course and use it for multiple sections of the same course. Please follow the previous tutorial in completing the Testing Agreement. The following tutorial will explain the method of copying the Testing Agreement.

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

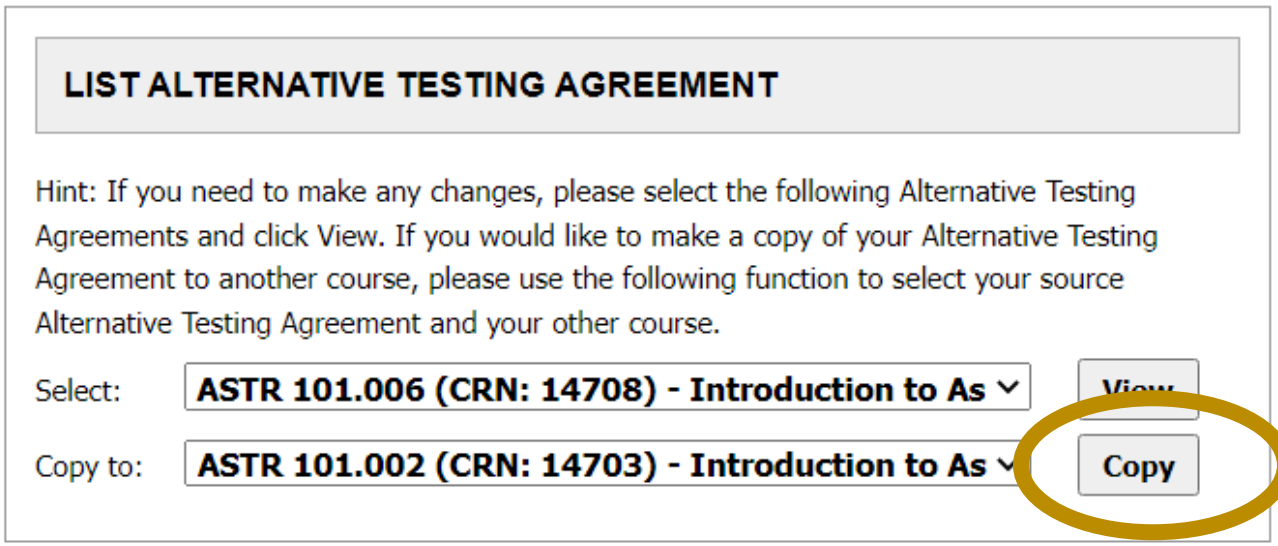


Step 2. In the **Select** drop-down menu, choose the course with the completed Testing Agreement. The selected Testing Agreement contains the source information that you want to be copied to the other sections' Testing Agreements.

In the **Copy to** drop-down menu, choose the course(s) that does 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/courses. Please contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu with any questions or concerns.