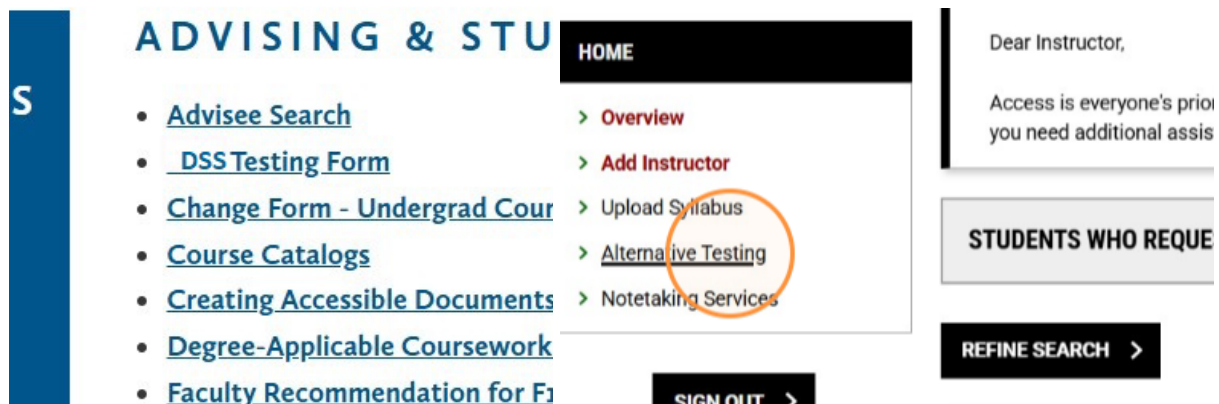


# How to Complete the Alternative Testing Agreement

A Guide for Faculty

## Step 1:

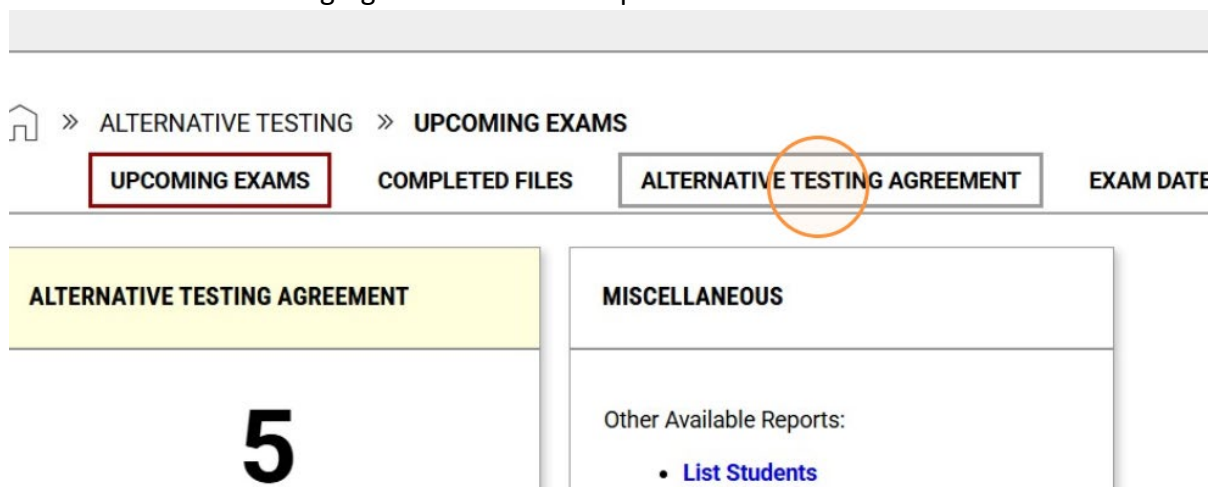
Log in to [AccessWU](#) (link posted on employee intranet) then click “Alternative Testing” in the sidebar.



The screenshot shows the AccessWU sidebar menu. The 'Alternative Testing' option is circled in orange. The sidebar includes a vertical blue bar with the letter 'S' and a list of links: Advisee Search, DSS Testing Form, Change Form - Undergrad Course, Course Catalogs, Creating Accessible Documents, Degree-Applicable Coursework, and Faculty Recommendation for Faculty. The main content area shows a 'HOME' section with links: Overview, Add Instructor, Upload Syllabus, Alternative Testing (circled), and Notetaking Services. On the right, there is a 'Dear Instructor,' message, a 'STUDENTS WHO REQUIRE' section, and a 'REFINE SEARCH >' button.

## Step 2:

Click “Alternative Testing Agreement” at the top.



The screenshot shows the 'Alternative Testing Agreement' page. The 'Alternative Testing Agreement' tab is circled in orange. The page has a breadcrumb trail: Home >> ALTERNATIVE TESTING >> UPCOMING EXAMS. Below the breadcrumb, there are four tabs: UPCOMING EXAMS, COMPLETED FILES, ALTERNATIVE TESTING AGREEMENT (circled), and EXAM DATE. The main content area is divided into two sections: 'ALTERNATIVE TESTING AGREEMENT' (highlighted in yellow) and 'MISCELLANEOUS'. The 'ALTERNATIVE TESTING AGREEMENT' section shows a large number '5'. The 'MISCELLANEOUS' section shows 'Other Available Reports:' with a link to 'List Students'.

### Step 3:

Find the course and section and click “specify”.

REFINE SEARCH >

Records Found: 6 (Showing: 1 - 6) Show Per Page: 100 P

| View           | Copy | CRN        | Subject | Course | Section | Course Title                 |
|----------------|------|------------|---------|--------|---------|------------------------------|
| <u>Specify</u> |      | PHAR831_01 | PHAR    | 831    | 01      | Integrated Pharmacotherapy 4 |
| Specify        |      | PHAR832_01 | PHAR    | 832    | 01      | Integrated Pharmacotherapy 5 |

### Step 4:

Choose exam management method, then “confirm to proceed”.

**AVAILABLE OPTIONS FOR PHAR 831.01**

Exam Management Method\*: ?

DSS Will Proctor Exams v

Confirm Task\*:

Confirm to Proceed v

### Step 5:

Submit your selection to proceed to the next page.

**FORM SUBMISSION**

SUBMIT YOUR SELECTION >

### Step 6:

Select where the student will be testing.

*Question 1: Where will the student be taking the exam? \*\**

- ☐ DSS Testing Center
- ☐ Levine Health Sciences Building
- ☐ Hendersonville Campus

### Step 7:

Indicate how the student will take the exam.

*Question 2: How will the student be taking the exam? \*\**

- ☐ Using Canvas on their laptop
- ☐ Using Exemplify on their laptop
- ☐ Paper format (Professor will drop off exam in the Testing Center)
- ☐ Paper format (Professor will upload exam using ACCESSWU)
- ☐ Using their own laptop (Non-Canvas or Exemplify exam)
- ☐ Using the Testing Center computer (Non-Canvas or Exemplify exam)

### Step 8:

Indicate a password (if applicable).

*Question 3: Does your Canvas or Exemplify exam require a password?*

- ☐ Yes (Professor will upload a document containing the password in AccessWU)
- ☐ No

## Step 9:

Select allowable materials.

*Question 4:* Please select allowable materials for the exam (if a book or notes are allowed, please specify details in the comment box):

- ☐ Book
- ☐ Notes
- ☐ Writing Utensil (pen/pencil)
- ☐ Calculator
- ☐ Scratch paper
- ☐ Table/Formula Sheet (not provided by professor)

Additional Comment:

## Step 10:

Let us know how the completed exam will be retrieved.

*Question 5:* Please let us know how the completed exam will be retrieved from the DSS Office. \*

- ☐ The student will submit their exam via Canvas or Exemplify.
- ☐ The professor will pick it up from the testing location.
- ☐ The professor will authorize the student to return the exam in a sealed envelope.
- ☐ A designee will pick up the exam (please specify name below).
- ☐ Please scan and email the exam to the professor (professor is aware that there may be up to 24 hour delay and this method is not as secure as other methods).

Additional Comment:

## Step 11:

Enter your phone number.

| CONTACT INFORMATION             |                      |
|---------------------------------|----------------------|
| Phone Number *:                 |                      |
| United States of America (+1) ▾ | <input type="text"/> |

## Step 12:

Click submit and continue to specify exam dates. Specifying exam dates is optional, but ensures students are scheduling for the correct dates and times.

**FORM SUBMISSION**

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

BACK TO LIST >

## Step 13 (optional):

Enter the date, time, and standard length of your exam.

**EXAM DETAIL**

Type \*:  

Select One ▾

Date \*:  

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy 

Time: ?  

Select ▾

Select ▾

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.

## Step 14 (optional):

Add an additional note for testing center staff regarding this particular exam if needed.

Additional Note For Staff: ?

### Step 15 (optional):

Upload a copy of the exam (or a document containing the password, if applicable).

**UPLOAD EXAM FILE**

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

Title Or Exam File Note:

Select File: ?  

No file chosen

### Step 16 (optional):

Click "Save Exam Date" at the bottom.

**FORM SUBMISSION**

### Questions?

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