# CSD Testing Process for Instructors

## **UW-Whitewater Testing Agreement**

When a student has testing accommodations, you will receive an email with a link to complete the Alternative Testing Agreement.

[CSD] ACCOMMODATION NOTIFICATION ARP 101.02 - INTRODUCTION TO ARP SECTION 2 (CRN: 0000002)...



#### CONFIDENTIAL INFORMATION-PLEASE DO NOT FORWARD

2024 - Summer - ARP 101.02 - INTRODUCTION TO ARP SECTION 2 (CRN: 0000002)

Professor Sara Vogt,

This letter is verification that **Willie Warhawk**, UWW4567, is registered with the Center for Students with Disabilities. The student has been approved for specific accommodations based upon the recommendations of CSD staff, disability documentation, and an evaluation of the student's needs. This information is confidential. Revisions may occur, pending additional information, changes in disability status, or periodic review; if new accommodations are identified as appropriate for your class, you will receive a new notification. If you, as the instructor, have other accommodations, methods, or techniques for better access to your course content, please speak with the student and contact the DSC (information below) to discuss.

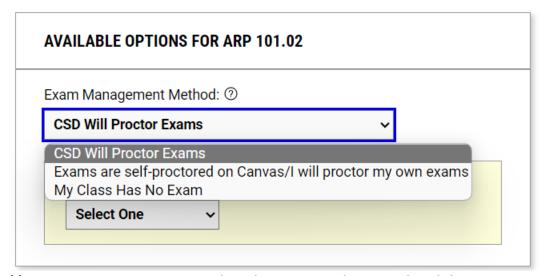
The accommodation(s) most appropriate as it relates to your class is/are the following:

Please complete <u>Alternative Testing Agreement</u> (or copy and paste the following link to your browser: <a href="https://cascade.accessi-blelearning.com/UWW/Instruction.aspx?ID=75840&CID=78004&Key=risAchPC">https://cascade.accessi-blelearning.com/UWW/Instruction.aspx?ID=75840&CID=78004&Key=risAchPC</a>) an Alternative Testing Agreement as soon as possible.

If you have any questions about your role, the contract, or any accommodations, please contact the Center for Students with Disabilities by calling 262-472-4711 or by visiting the office in the Andersen Library building, room 2002.

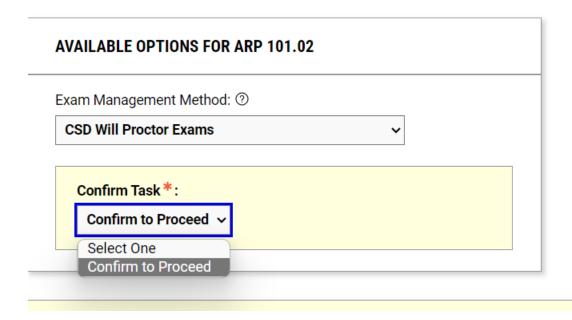
Click the link and log into the faculty portal.

Choose the Exam Management Method

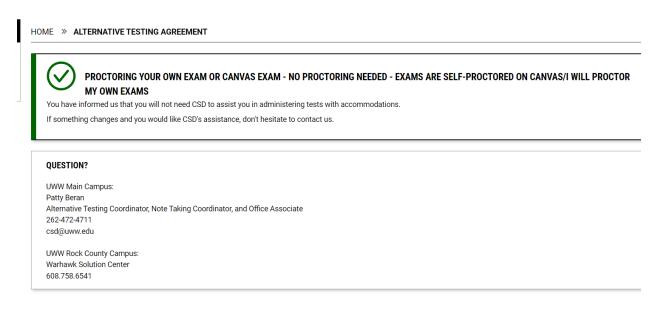


<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

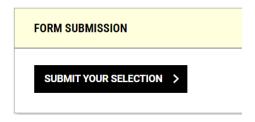
### Click Confirm to Proceed



NOTE: If you choose that you will proctor your own exams or no proctoring is needed, or if your class has no exam, no further action is needed after you submit your selection.

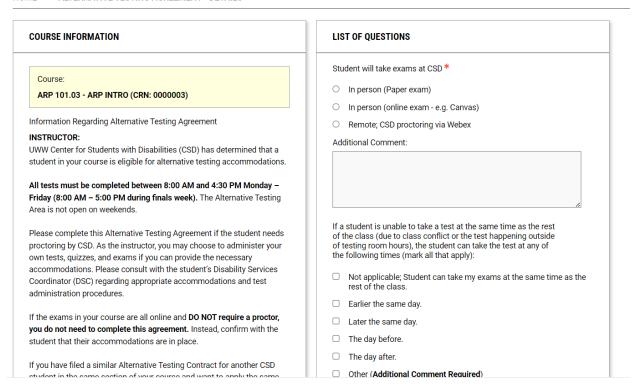


<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

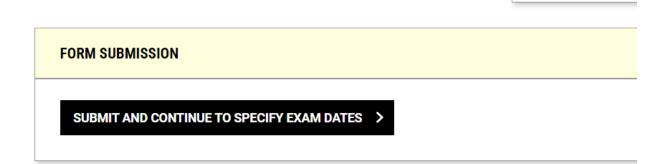


Review the course information and Information regarding the Alternative Testing Agreement and then answer the series of questions.

HOME >> ALTERNATIVE TESTING AGREEMENT - DETAILS

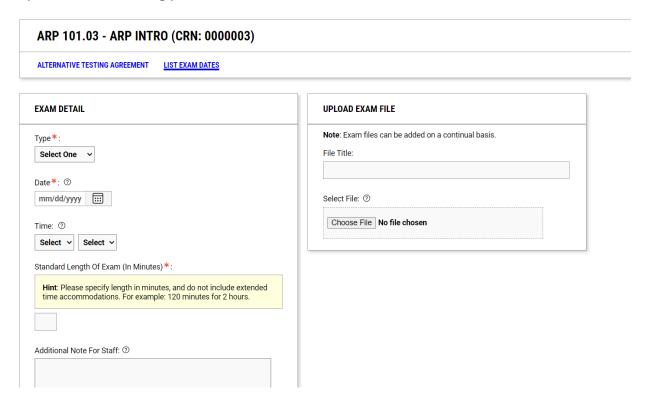


## Submit form:

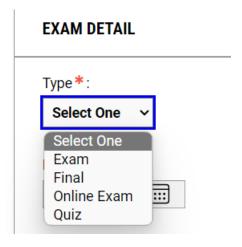


<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

The new version of the testing agreement also allows you to upload exam dates if you know them in advance. This is not required for students to schedule their tests and quizzes, but may help with the scheduling process.

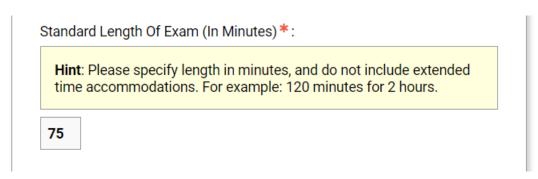


If you do enter in the exam dates, make sure to enter in all types of exams students will be taking in your course (e.g. exam, final, online exam, or quiz). Without doing so, students will not be able to schedule their specific type of test.

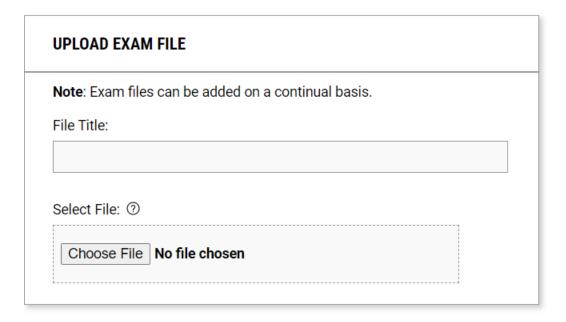


<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

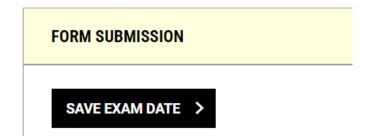
The "Standard Length of Exam (in minutes)" is how long you give the rest of the class to complete the exam. The system will automatically calculate how much time a student gets with their accommodation.



You can also upload an exam file here if it is ready.

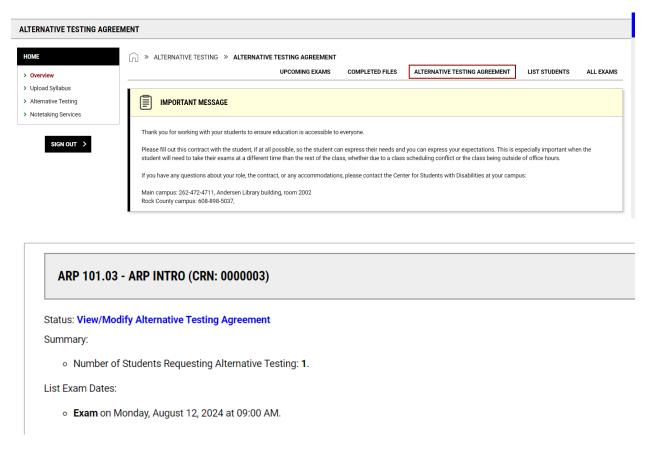


Click "Save Exam Date" to submit the form



<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

You can always get back into the testing agreement to review, modify, and/or add exam dates by logging into the portal, clicking on "Alternative Testing" on the left hand menu, and going to the "Alternative Testing" tab:



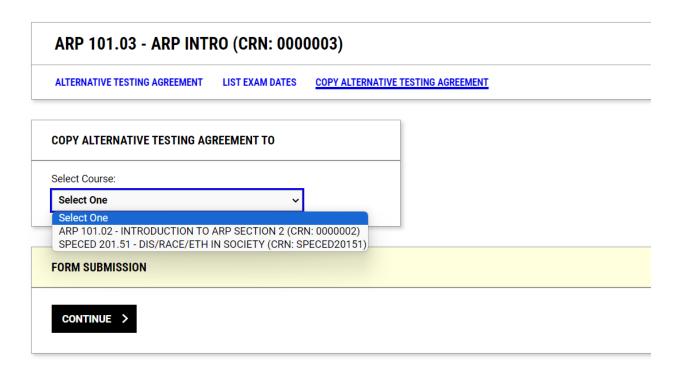
This agreement will be good for all students with alternative testing accommodations in the section specified. You can copy the testing agreement for other sections as follows:

Go into the relevant Testing Agreement as outlined above:

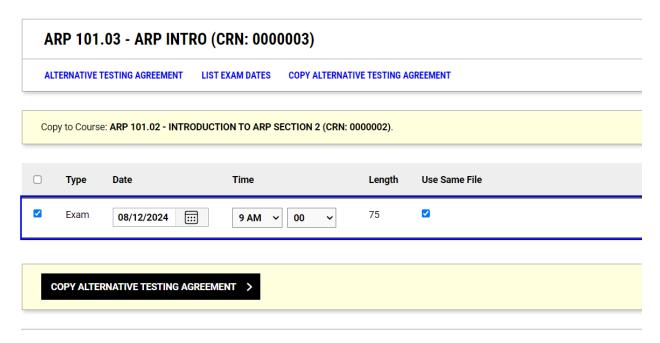


Click the blue "Copy Alternative Testing Agreement" tab:

\*\*CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*



After clicking, "Continue," you will have the option to adjust the exam dates and times, as well as mark whether or not we can use the same exam file for this alternative section.



<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*

NOTE: All of this can be done directly through the Faculty Portal by logging in here: <a href="https://www.uww.edu/csd/current-students/arp#arp-info-for-instructors">https://www.uww.edu/csd/current-students/arp#arp-info-for-instructors</a>.

We encourage students to meet with instructors to discuss when and where the student will take any exams and quizzes, any technology needed or materials allowed, and anything else relevant to the proctoring of the assessment.

\*Students are not required to meet with their instructors prior to filling out the testing agreement. You can fill this out with course test details as soon as you receive the notification.\*

<sup>\*\*</sup>CSD cannot proctor exams unless the instructor has completed the testing agreement.\*\*