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.

Click the link and log into the faculty portal.

Choose the Exam Management Method

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

Click Confirm to Proceed

AVAILABLE OPTIONS FOR ARP 101.02

Exam Management Method: ⦾

CSD Will Proctor Exams ⌄

Confirm Task *****:

Confirm to Proceed ⌄

Select One
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.

HOME » ALTERNATIVE TESTING AGREEMENT

✓ **PROCTORING YOUR OWN EXAM OR CANVAS EXAM - NO PROCTORING NEEDED - EXAMS ARE SELF-PROCTORED ON CANVAS/I WILL PROCTOR MY OWN EXAMS**
You have informed us that you will not need CSD to assist you in administering tests with accommodations.
If something changes and you would like CSD's assistance, don't hesitate to contact us.

QUESTION?

UWW Main Campus:
Patty Beran
Alternative Testing Coordinator, Note Taking Coordinator, and Office Associate
262-472-4711
csd@uww.edu

UWW Rock County Campus:
Warhawk Solution Center
608.758.6541

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

FORM SUBMISSION

SUBMIT YOUR SELECTION >

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

COURSE INFORMATION

Course:
ARP 101.03 - ARP INTRO (CRN: 0000003)

Information Regarding Alternative Testing Agreement

INSTRUCTOR:
UWW Center for Students with Disabilities (CSD) has determined that a student in your course is eligible for alternative testing accommodations.

All tests must be completed between 8:00 AM and 4:30 PM Monday – Friday (8:00 AM – 5:00 PM during finals week). The Alternative Testing Area is not open on weekends.

Please complete this Alternative Testing Agreement if the student needs proctoring by CSD. As the instructor, you may choose to administer your own tests, quizzes, and exams if you can provide the necessary accommodations. Please consult with the student's Disability Services Coordinator (DSC) regarding appropriate accommodations and test administration procedures.

If the exams in your course are all online and **DO NOT require a proctor, you do not need to complete this agreement.** Instead, confirm with the student that their accommodations are in place.

If you have filed a similar Alternative Testing Contract for another CSD student in the same section of your course and want to apply the same

LIST OF QUESTIONS

Student will take exams at CSD *

○ In person (Paper exam)

○ In person (online exam - e.g. Canvas)

○ Remote; CSD proctoring via Webex

Additional Comment:

If a student is unable to take a test at the same time as the rest of the class (due to class conflict or the test happening outside of testing room hours), the student can take the test at any of the following times (mark all that apply):

☐ Not applicable; Student can take my exams at the same time as the rest of the class.

☐ Earlier the same day.

☐ Later the same day.

☐ The day before.

☐ The day after.

☐ Other (**Additional Comment Required**)

Submit form:

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

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.

ARP 101.03 - ARP INTRO (CRN: 0000003)

ALTERNATIVE TESTING AGREEMENT   LIST EXAM DATES

EXAM DETAIL

Type * :
Select One ▾

Date * : ⓘ
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.

Additional Note For Staff: ⓘ

UPLOAD EXAM FILE

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

File Title:

Select File: ⓘ

Choose File No file chosen

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.

EXAM DETAIL

Type * :
Select One ▾

Select One
Exam
Final
Online Exam
Quiz

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.

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.

75

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

UPLOAD EXAM FILE

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

File Title:

Select File: ⓘ

Choose File   No file chosen

Click "Save Exam Date" to submit the form

FORM SUBMISSION

SAVE EXAM DATE >

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.

ARP 101.03 - ARP INTRO (CRN: 0000003)

ALTERNATIVE TESTING AGREEMENT   **LIST EXAM DATES**   **COPY ALTERNATIVE TESTING AGREEMENT**

COPY ALTERNATIVE TESTING AGREEMENT TO

Select Course:

Select One	⌄

Select One
ARP 101.02 - INTRODUCTION TO ARP SECTION 2 (CRN: 0000002)
SPECED 201.51 - DIS/RACE/ETH IN SOCIETY (CRN: SPECED20151)

FORM SUBMISSION

CONTINUE >

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.

ARP 101.03 - ARP INTRO (CRN: 0000003)

ALTERNATIVE TESTING AGREEMENT   **LIST EXAM DATES**   **COPY ALTERNATIVE TESTING AGREEMENT**

Copy to Course: **ARP 101.02 - INTRODUCTION TO ARP SECTION 2 (CRN: 0000002)**.

☐	Type	Date	Time	Length	Use Same File
☑	Exam	08/12/2024 📅	9 AM ⌄ 00 ⌄	75	☑

COPY ALTERNATIVE TESTING AGREEMENT >

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: https://www.uww.edu/csd/current-students/arp#arp-info-for-instructors.

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.

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