

**Alternative Testing Guide**

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## Getting Started

1. Use the link to access the ACCESS Center home page. <https://www.uwlax.edu/center/access/>
2. Login to ACCESS Connect through the Instructor Access Portal (green bar) using your NetID Or use <https://olympic.accessiblelearning.com/UWLAX/instructor>
3. Review the Access Policy and FERPA information and select “Continue to view student accommodations”
4. The Overview page shows all students with requested accommodations for the current semester. Scroll over to locate students with Alternative Testing accommodations.
5. In the menu under “Home” click on “Alterative Testing”

## Setting Up Course Instruction Form

1. Select the tile “Courses without Course Instruction”
2. Scroll down to find the course you need or do all of the courses you might expect to have testing accommodations requested.
3. Click on “Specify Course Instruction”
4. Under “Available Options” for your course, choose the “Exam Management Method” from the dropdown menu.
5. Confirm the task to proceed
6. Submit your selection

## Completing the List of Questions

1. Under “Contact Information”, add your phone number
2. Under “List of Questions”, complete the exam administration information.
3. Click on "Submit and Continue to Specify Exam Dates”

## Submitting Exam Dates

1. Select “List Exam Dates” from the top menu
2. Under “Exam Details” begin to enter the exam dates
3. Enter the type of exam from the drop down.
4. Enter the date of the exam
5. Enter the time the exam will start in class
6. Enter the minutes the class will be given for the exam
7. Add any additional/unusual notes for that specific exam not covered in the Course Instruction Form.



8. You can upload an exam early or wait until closer to the exam date.
9. Select “Save Exam Date”
10. Repeat for all other tests, quizzes, and the final exam that students will need to schedule.

\*\*\* If exam dates change, it is necessary for the instructor to update exam dates in the portal, otherwise students are unable to schedule their test.

### **Copying Course Instructions to Other Sections of the Same Course**

1. At the top of the page, click on the “Course Instruction Form”
2. Scroll down to find the course tile that you have completed and want to copy
3. Click on “View/Modify Course Instruction Form” in blue
4. Click on “Copy Course Instruction Form ” in blue
5. Under “Course Instruction Form”, select the course you want to copy the instructions to
6. Click on “Continue” to submit the form
7. Check the exam dates in the box. If different sections meet on different days/times, you will likely need to edit the existing exam dates/times to match those of the other section(s).
8. Click on the “Type” box to indicate that you want each of the exams entered to be copied.
9. Click on “Copy Course Instruction Form”

### **Uploading the Syllabus**

Instructors should upload their syllabus for each course.

1. Under the “Home” box on the left, click on “Upload Syllabus”
2. Under “File Information” select the class
3. Give your file a title
4. Select the file
5. Click on “Upload File”

### **Providing Exams to the ACCESS Center**

Instructors may provide an exam to the ACCESS Center by way of

- e-mailing an exam to [accesstesting@uwlax.edu](mailto:accesstesting@uwlax.edu)
- Dropping off an exam to 124 Wimberly Hall between the hours of 7:45 am – 4:30 pm
- Using the e-mailed link sent the day before the exam to upload an exam into the ACCESS Connect system
- Using the Instructor Access Portal to upload an exam

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### **Uploading an Exam to the Instructor Access Portal When Exam is Scheduled by Student**

1. Use the “Home” menu to choose “Alternative Testing”
2. Click on “Upcoming Exams” at the top of the page
3. Scroll down to the exams that are schedule and click on the box for all exams that need the exam being uploaded. Click on “Status” to automatically select all exams scheduled.
4. Scroll up to “Upcoming Exam File Upload” and give the file a name and choose the file and “Open”
5. Click on “Upload File”
6. You can view the files uploaded (View File)
7. You can delete the exam file and add a new one if you’ve made a mistake.

\*\*Any variance in the testing tools allowed or proctoring details should be communicated by e-mail or by adding a note when uploading the exam.

### **Uploading an Exam to the Instructor Access Portal without an Exam Scheduled by Student**

1. Use the “Home” menu to choose “Alternative Testing”
2. Click on “Course Instruction Form” at the top of the page
3. Find the tile listing your course and click on “View/Modify Course Instruction Form”
4. Click on blue “List Exam Dates” at the top
5. Click on “Modify” for the exam listed
6. In tile “Upload Additional Exam File” give your file a title and upload it.
7. Click on “Update” in black at the bottom of the page to add the exam.
8. You can repeat steps 6 & 7 to add additional exam files.

### **Completion of Exams**

Instructors will receive an automated e-mail when each exam has been completed.

Instructors may pick up their completed exam at the ACCESS Center 7:45 am - 4:30 pm.

Instructors may request that their exam be uploaded into the Instructor Access Portal



### **What is the Course Instruction Form?**

The Course Instruction Form takes the place of the old Testing Agreement and no longer involves a meeting with each student. Instead, the instructor will provide exam administration details, enter testing dates, and provide a syllabus.

Instructors must set up the form with all of the exam administration information as well as entering all testing dates (regular exams, quizzes, and final exams). This can be done when an e-mail notification is received indicating that a student requires testing accommodations or can be done as a general practice in advance of a student in the class needing testing accommodations.

The completed form will work for all students in that course and the instructions can be copied to other sections of the course.

Students scheduling a test at the ACCESS Center will have to select the entered testing date when scheduling a test.

### **Scheduling Exams Outside of the Class Time**

\*\*Regarding the time that students will take the exam.....All students will initially be directed to take the exam starting at the class time entered by instructor. ACCESS Center staff will work with students that have a conflict due to their extended time and scheduled classes.

- Next scheduling time options are as needed and determined by ACCESS Center staff
  - Start 1 hour before class
  - Anytime same day
  - One day before or after