

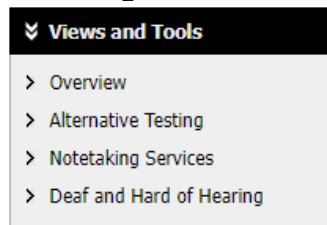
## Alternative Testing Module

### Alternative Testing Agreements

Alternative Testing Agreements can be completed, edited, and copied to other courses within the Alternative Testing module in the Instructor Portal in STARS. Alternative Testing Agreements allow the instructor to inform students' alternative testing locations of how the exams should be proctored. Only one agreement needs to be completed per class per semester and should be completed as soon as possible after a letter of accommodation is received.

#### To complete an agreement for the first time:

1. Log into the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.

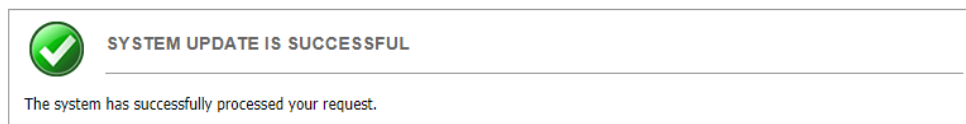


3. Select the class for which you are completing a testing agreement from the drop-down menu and select Continue to Specify Alternative Testing Agreement.

**SPECIFY ALTERNATIVE TESTING AGREEMENT**

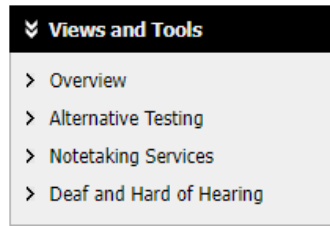
Select Class:

4. Fill out the Alternative Testing Agreement form to the best of your ability. The Office of Accessibility recognizes that some questions may not be applicable to your course. Please utilize the additional note boxes to further explain the testing requirements and needs of your course if needed.
5. Once done, click Submit Alternative Testing Agreement at the bottom of the page. A green check mark will confirm successful submission of the agreement, and a copy of the agreement will be emailed to you.



## To edit an existing agreement:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.



3. Select the class for which you are editing the agreement and click View.

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

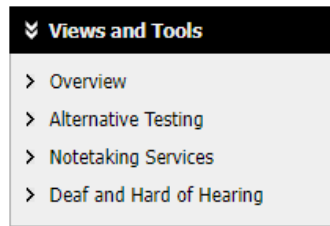
Copy to:

4. This will allow you to view the existing agreement and make changes as needed. Whenever a change is made, you will need to click Update Alternative Testing Agreement at the bottom of the page.
5. A green check mark will confirm successful submission of changes to the agreement.



**To copy existing agreements to other classes or different sections of the same class:**

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.



3. In the List Alternative Testing Agreement box, select the class of the agreement you want to copy in the first drop-down box. Then select the class you want the existing agreement copied to in the second drop-down box.

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

4. Click Copy to copy the agreement. A green check mark will confirm the agreement was successfully copied.



## Upcoming Exams

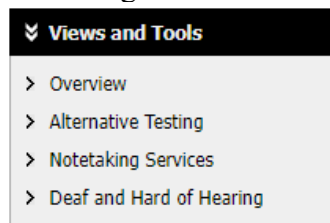
Instructors can view upcoming exams that students have scheduled to take in their alternative testing location in Simmons Hall in the Alternative Testing module in the Instructor Portal in STARS. Instructors can view the details of each testing appointment and upload the exams for testing appointments in the Alternative Testing Module as well.

The list of upcoming exams scheduled by students will appear on the Alternative Testing module page. From this view, you will be able to view the general details of each request, like date, time, and student, as well as if the student's alternative testing location has approved the testing request.

	<b>SBJ</b>	<b>CRS</b>	<b>SEC</b>	<b>Student Name</b>	<b>Type</b>	<b>Date</b>	<b>Time</b>	<b>Status</b>
<input type="checkbox"/>	1000	100	001	Zippy Roo	Test	04/08/2022	01:00 PM	<b>Processing</b> - <a href="#">View Detail</a> Exam Uploaded: 1
<input type="checkbox"/>	1000	100	001	Zippy Roo	Test	04/22/2022	09:30 AM	<b>Approved</b> - <a href="#">View Detail</a>
<input type="checkbox"/>	1000	100	001	Zippy Roo	Test	05/06/2022	02:00 PM	<b>Processing</b> - <a href="#">View Detail</a>

### To view the full details of an upcoming exam:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.



3. Select View Detail in the Status column of the upcoming exam.
4. This will allow you to view the full details of the test request. If any details are incorrect, please notify the student's alternative testing location, as specified in the letter of accommodation.

**Exam Detail**

Student Name: **Zippy Roo**

School ID: **0000001**

Course: **1000 100.001 - TEST CLASS FOR OA (CRN: 10000)**

Request Type: **Test**

Campus Location: **Main Campus**

Location: **Not Specified**

Date: **03/31/2022**

Time: **10:15 AM**

Standard Length of Exam (Specified by Student): **60**

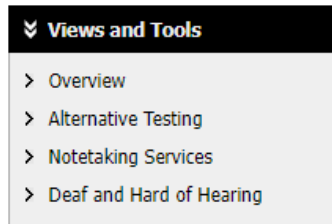
Services Requested

- 50% Time Extension (OA)
- Testing in Distraction Reduced Space (OA)

Status: **Approved**

## To upload an exam for a student's upcoming exam:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: <https://york.accessiblelearning.com/Akron/Instructor/>.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.



3. Under Step 1 – Select Action, select Upload File to Exam(s) from the drop-down menu.
4. Under Step 2 – Select from the Following Courses, check the box next to the course for which you would like to upload an exam.
5. Under Step 3 – Confirmation, select Confirm Your Selections.

**STEP 1 - SELECT ACTION**

Available Tools:

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**STEP 2 - SELECT FROM THE FOLLOWING COURSES**

Hint: Check the box next to each student who should receive the exam.

	SBJ	CRS	SEC
<input checked="" type="checkbox"/>	1000	100	001

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**STEP 3 - CONFIRMATION**

6. In the File Information box, name and select your file, and then click Upload Exam.

**File Information**

Exam(s):  1000 100.001's Test for Zippy Roo  
Friday, April 08, 2022 at 01:00 PM.

Exam File Note (Optional):

Select File:

7. A green check mark will confirm a successful upload of the exam and a confirmation of the successful upload will be emailed to you.

