

## Completing the Alternative Testing Agreement

The Alternative Testing Agreement is an agreement between the student(s) and the instructor. Instructors can specify details of all exams associated with each course and section.

The Testing Agreement must be completed before the student(s) submits an exam request. The absence of the course's Testing Agreement will result in the student's inability to test in the SDRC Test Proctoring Suite.

Faculty Notification Letters contain the link to the course's Alternative Testing Agreement form. This link is located inside a red rectangular box in the email. **Note:** This Testing Agreement link only appears if the student is eligible for Alternative Testing as an accommodation. Click on the "Alternative Agreement hyperlink or copy and paste the link to your browser to complete the agreement.

### **ALTERNATIVE TESTING AGREEMENT**

In this form (see link below), you will be providing **general** testing information about this specific course to help us better understand what may be required by students who are taking an exam at our Test Proctoring Center. Our goal is to provide an experience equal to that which their peers receive in the standard classroom environment.

Please note that a student cannot schedule an exam with our office until this Agreement is completed by you.

Please proceed to the link listed below. Thank you.

**Alternative Testing Agreement Link:**

**[Alternative Testing Agreement](https://shasta.accessiblelearning.com/SC/TestingAgreement.aspx?ID=67830&CID=151411&Key=pm0P2qog)** (or copy and paste the following link to your browser:  
**<https://shasta.accessiblelearning.com/SC/TestingAgreement.aspx?ID=67830&CID=151411&Key=pm0P2qog>**)

## Tutorial: How to complete the Alternative Testing Agreement

Professors are responsible for completing the Testing Agreement which allows students to submit exam requests and receive testing accommodations for in-person and online examinations. The Testing Agreement can be completed via a link in the Faculty Notification Letter or by AIM. The following tutorial will explain the process of completing the Testing Agreement by AIM. **Note:** Testing Agreements can be copied and used for multiple sections/ courses.

Step 1. Log into the Instructor portal on AIM. You can visit our webpage for quicker access [here](#).

Student Disability Resource Center

Register With Us

Request Accommodations

➤ **Alternative Testing**

Instructors

Students

Temporary Conditions and Injuries

Meal Plan Modifications

For Faculty and Staff

About Us

### Alternative Testing

Some students deal with challenges while taking tests due to a disability or injury. SDRC provides alternative testing services. Find answers that may resolve your questions related to how we help alleviate challenges for students with the alternative testing accommodation and for instructors providing the tests for their students.

### Register With Us

This website portion applies to students already registered with SDRC and Instructors teaching these students. If you are not registered, visit our [Register With Us](#) page to start the process now.

### Frequently Asked Questions (FAQs)

[Faculty and Staff FAQs](#) and/or [Student FAQs](#) may provide answers you need now. If more assistance is needed, please contact us.

### SDRC AIM Management System


[Student AIM Login](#) - Login link for Student registered with SDRC

[Instructor AIM Login](#) - Login link for Instructors teaching students registered with SDRC



Step 2. Log in using your network name or VIP ID and password.

### UofSC Central Authentication Service (CAS)

 Login Credentials Required

Network Username/VIP ID

Password:

**LOGIN**

If you receive an ACCESS DENIED message, visit [myaccount.sc.edu](https://myaccount.sc.edu) and setup multifactor authentication under the Account Settings field.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

## AIM Accessible Learning

UofSC Authentication System

If you have signed up for MFA, please enter one of the following to login:

- Network Username** - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.
- VIP ID** is an eight digit number. Currently faculty, staff, and students can find their VIP ID [here](#). Admitted students can find their VIP ID in their acceptance materials.
- Blackboard Auxiliary ID** - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

Step 3. Read the reminders and click the “**Continue to View Student Accommodations**” button.

Home » Instructor Homepage » **Instructor Authentication Page**

**Login As Feature**

[Return to Staff](#)

**Home**

> [SDRC's Main Website](#)

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

## INSTRUCTOR AUTHENTICATION PAGE

Username:

### REMINDERS

**Please read the following prior to completing the form:**

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

#### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

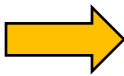
**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#) ←

Step 4. Look for the View and Tools banner on the left-hand side of the screen. Under *Views and Tools*, select **Alternative Testing**.

Note: On the **Overview** page, you can view your list of students with accommodations. If a student has a **YES** under the **EXAM** column, then they have requested testing accommodations.



Home >> Instructor Homepage >> Overview

**OVERVIEW** Accommodation Requests Search Students' Eligibilities

Return to Staff

**Views and Tools**

- > Overview
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**Login As Feature**

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Previous Term Term: Summer 2022 Next Term

**HANDY TOOLS**

**CLASS INSTRUCTIONS**

Select:

Copy to:

**YOUR COURSE SYLLABUS**

Sort Result:

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- EXAM: Alternative Testing
- TEXT: Alternative Formats
- DHH: Deaf and Hard of Hearing
- NOTE: Notetaking Services

**Export Search Result To CSV (Comma-Separated Values) File**

For Accommodation Export, Sort Column by:

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	DHH	Request Date	Status
<a href="#">View</a>	74632	NURS	751	N51	[REDACTED]	Yes				05/09/2022	Emailed
<a href="#">View</a>	74632	NURS	751	N51	[REDACTED]	Yes				05/09/2022	Emailed

Step 5. When completing the Testing Agreement for the **first time**, select a class from the drop-down menu. Then, press the "Continue to Specify Alternative Testing Agreement" button.

## ALTERNATIVE TESTING

[List Exams](#)[Completed Exams Files](#)[Students' Courses](#)

### SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: **CHEM 333.031 (CRN: 17241) - Organic Chemistry I** ▼

**Continue to**

CHEM 333.031 (CRN: 17241) - Organic Chemistry I  
CHEM 333.032 (CRN: 18084) - Organic Chemistry I  
CHEM 333.033 (CRN: 18106) - Organic Chemistry I  
CHEM 333.041 (CRN: 10531) - Organic Chemistry I  
CHEM 334.022 (CRN: 23249) - Organic Chemistry II  
CHEM 334.023 (CRN: 24540) - Organic Chemistry II

Step 6. Review the Alternative Testing Agreement Description and the Faculty/Staff Instructions. The instructions provide clarification on the SDRC policies and explain the expectation of Instructors.

<b>Class:</b> [REDACTED]	
<b>ALTERNATIVE TESTING AGREEMENT DESCRIPTION</b> <p>Type: <b>2022-2023 Alternative Testing Agreement</b></p> <p>--Please review the information below and complete the following form to the best of your ability. We appreciate the collaborative effort in ensuring that our shared student's accommodations are met. Please do not hesitate to reach out to us if you have any questions regarding this form.--</p> <p><b>Alternative Testing Agreement and Purpose</b> The Alternative Testing Agreement is a form designed to gather general information about the testing experience for students in your classroom for this specific course and section. The Student Management System used by the SDRC requires that the course instructor for the requested section complete a general information form to provide the SDRC with information on proctoring the exam for your course.</p> <div style="border: 1px solid black; padding: 5px;"><p>If you have any questions regarding this, please feel free to contact us at <a href="mailto:SDRCTEST@sc.edu">SDRCTEST@sc.edu</a>, 803-576-8457, or by visiting our Test Proctoring office at <b>Close-Hipp Room 203</b> between <b>8:00AM to 5:00 PM</b> Monday through Friday.</p></div> <p><b>Note:</b> As the instructor, you can apply your Testing Agreement to multiple sections by logging into your <a href="#">Instructor AIM Portal</a>. If you would like assistance with this process, please let us know. The process of applying/copying this information to other sections is completed manually by the SDRC staff so it may take some time to enter this information.</p> <div style="border: 2px solid red; padding: 5px;"><p><b>Important Note Regarding Email Notifications:</b> When providing your email if you select for exams to be returned via scan, you should provide the email listed on the university feed (i.e. what is listed on Self Service Carolina), as this is what our system uses for communication purposes. If you utilize an email account other than your university-assigned account (e.g. @moore.sc.edu, @gmail.com, etc.) you will need to communicate with your <b>department IT</b> to obtain guidance on how to forward our emails to your preferred email address.</p></div>	<b>FACULTY / STAFF INSTRUCTION</b> <p><b>Helpful Links</b></p> <ul style="list-style-type: none"><li>• <a href="#">Alternative Testing FAQs for Instructors</a></li><li>• <a href="#">Instructor AIM Portal</a></li></ul> <p>If you teach more than one course, you are required to fill out this agreement for each course. However, if you would like this agreement to apply to other sections you can complete this action in the Instructor AIM Portal, or email us at <a href="mailto:SDRCTEST@sc.edu">SDRCTEST@sc.edu</a>.</p> <div style="border: 1px solid black; padding: 5px;"><p><b>Accommodation Issue Reporting Policy-</b> If a student does not feel they have received the appropriate or correct approved accommodations, they have been instructed to stop the test/quiz <b>immediately</b> and notify both the SDRC and their professor of this issue. Students are encouraged to provide photographic evidence.</p><p><b>Alternative Testing Agreement Instructions-</b> Complete all questions for the Testing Agreement. Please be advised that a student cannot schedule a certain exam type (eg. final) if the field is left blank. Make sure all necessary fields are completed in the <b>EXAM TYPE(S)</b> section of the Testing Agreement.</p><p><b>Changes in Testing Hours-</b> Exams must be scheduled for times that fall within the hours of <b>8:00AM-5:00 PM</b> Monday-Fridays. This means the exam will need to be completed at or before <b>5:00pm(M-F)</b> using approved testing accommodations. Exams that fall outside of the Testing Center's hours of operation must be scheduled <b>at least 5 business days prior</b> to ensure a Night Proctor is scheduled.</p><p><b>Changes in Delivery/Upload Deadline-</b> Professors are responsible for providing all testing materials to the SDRC no later than 12:00 PM <b>the day before the exam</b>. If these materials are not delivered/uploaded by this deadline, the SDRC reserves the right to reschedule the exam based on the student's availability.</p></div>

Step 7. Scroll down to the Alternative Testing Agreement and complete the form. **Note:** There are more questions than the ones shown.

#### Alternative Testing Agreement

1. **Professors are responsible in submitting all necessary exam materials no later than 12pm the day before the exam. Failure to submit all exam materials can result in the exam's cancelation. Do you agree to adhere to this policy? \*** ....

Yes, I agree.

#### Additional Note or Comment

2. **For this course, will exams require in-person proctoring or will students test remotely? \*** ....

- Testing will take place in-person
- Testing will take place remotely (SDRC Proctoring not required)
- Mixed Modality (Specify below or through email to SDRCTest@sc.edu)

#### Additional Note or Comment



Step 8. Complete the **Exam Type(s)** section of the agreement. Please be advised that each field must include the allotted time for students to schedule that specific exam type. For example, if there's a quiz, standard exam, midterm, **and** final, please include the allotted time in the designated field.

**Exam Type(s)**

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final	<input type="text"/>	Minutes	←
Graduate Comprehensive Exam	<input type="text"/>	Minutes	
Midterm	<input type="text"/>	Minutes	←
Quiz	<input type="text"/>	Minutes	←
Standard Exam	<input type="text"/>	Minutes	←

Step 9. Complete the fields in the Additional Information section. Instructors can specify any additional information or instructions in this section.

**Additional Information**

Instructor Phone Number \*:  
Hint: Enter 10-digit number only.

Additional Note:

Step 10. Click the "Submit Alternative Testing Agreement" button.

**Submit Alternative Testing Agreement**

Step 11. For verification of the completed task, please check the top of your screen for a green checkmark.

ALTERNATIVE TESTING

List Exams

Completed Exams Files

Students' Courses



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

This concludes the tutorial on completing the Alternative Testing Agreement. Please read further for the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at [SDRCTest@sc.edu](mailto:SDRCTest@sc.edu) with any questions or concerns.

## Tutorial: How to make a copy of the Alternative Testing Agreement

Professors who teach multiple sections of a course can copy a completed testing agreement for one section of a course and use it for multiple sections of the same course. Please follow the previous tutorial in completing the Testing Agreement. The following tutorial will explain the method of copying the Testing Agreement.

Step 1. Locate the “List Alternative Testing Agreement” box. It will appear after one Testing Agreement is completed.

Home » Instructor Homepage » **Alternative Testing**

**ALTERNATIVE TESTING**

[List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

**Login As Feature**

[Return to Staff](#)

**Views and Tools**

- > Overview
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

**SPECIFY ALTERNATIVE TESTING AGREEMENT**

Select Class: **ASTR 101.002 (CRN: 14703) - Introduction to Astronomy**

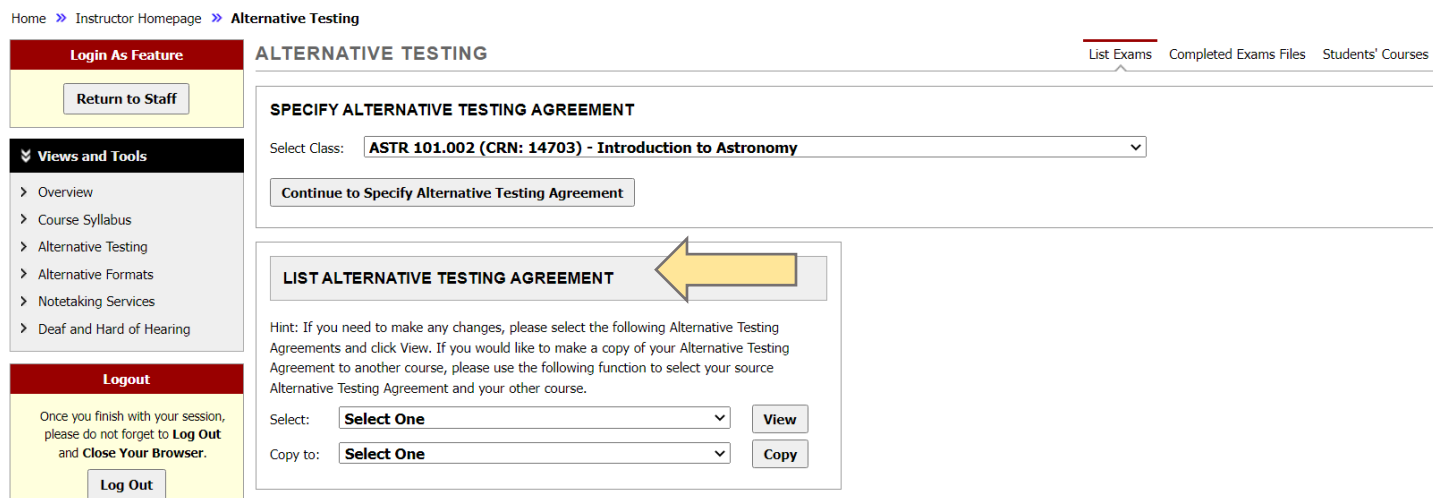
[Continue to Specify Alternative Testing Agreement](#)

**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: **Select One** [View](#)

Copy to: **Select One** [Copy](#)



Step 2. In the **Select** drop-down menu, choose the course with the completed Testing Agreement. The selected Testing Agreement contains the source information that you want to be copied to the other sections' Testing Agreements.

In the **Copy to** drop-down menu, choose the course(s) that does not have a Testing Agreement. **Note:** You cannot select multiple courses for the above actions.

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**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:

Step 3. Press the Copy button.

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**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:

Step 4. For verification of the completed task, please check the top of your screen for a green checkmark.

ALTERNATIVE TESTING

List Exams

Completed Exams Files

Students' Courses



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

This concludes the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Please contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at [SDRCTest@sc.edu](mailto:SDRCTest@sc.edu) with any questions or concerns.