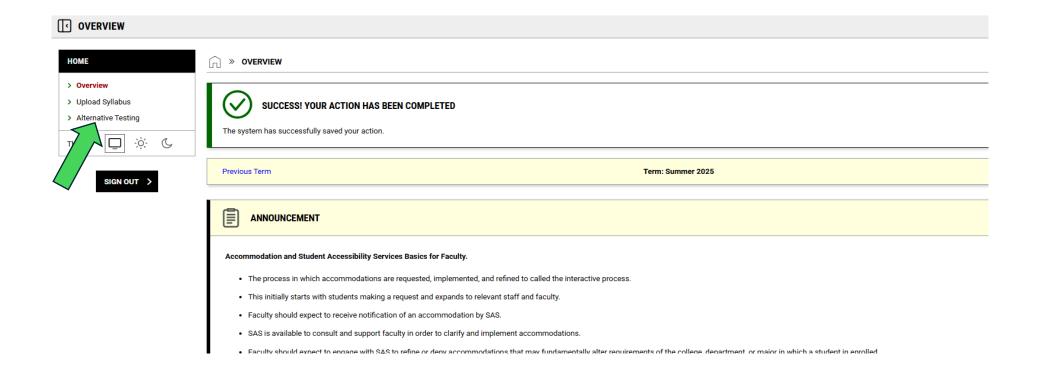
## Alternative Testing Faculty Guide

Select Alternative Testing on the left side of your screen.

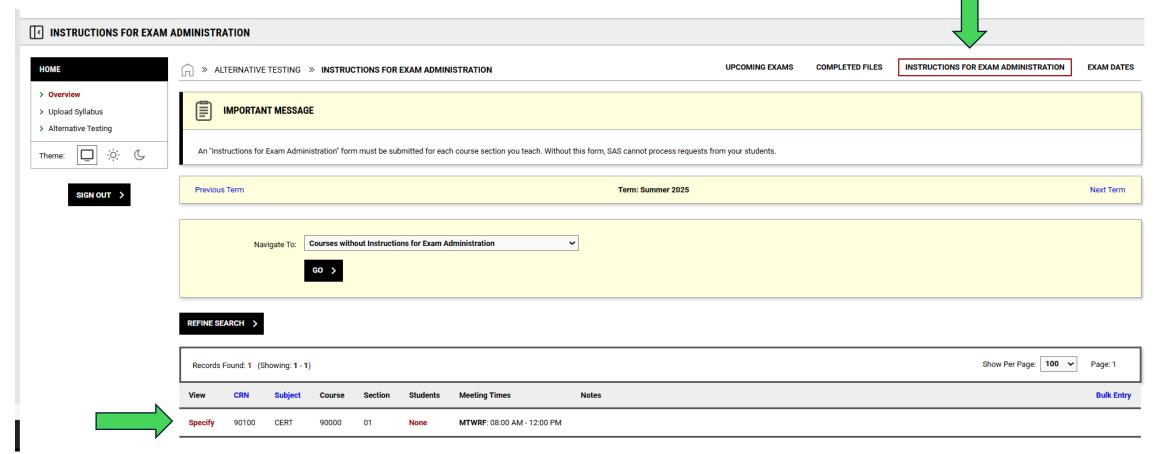


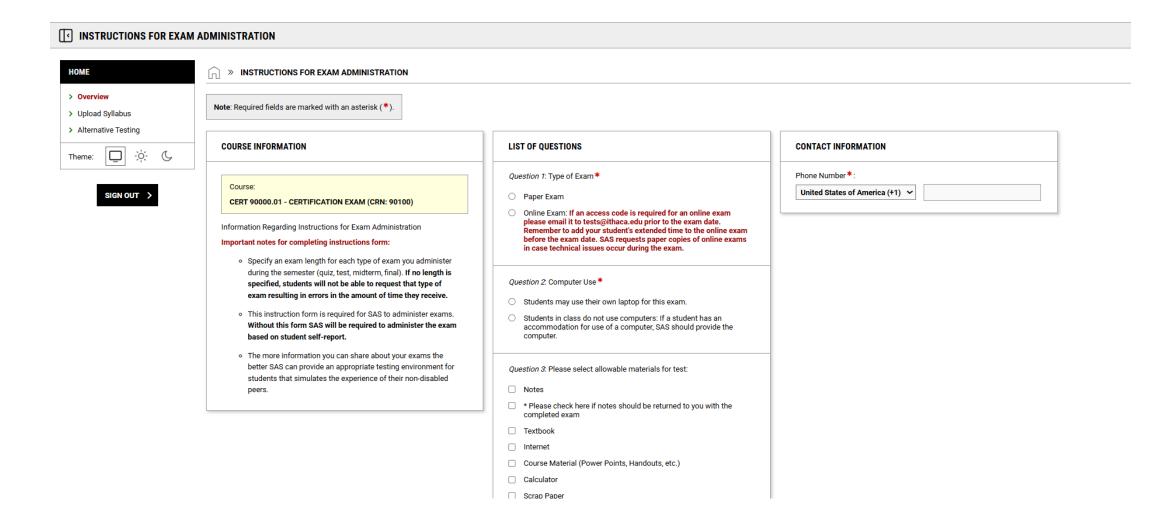
On the following screen, navigate to the "Instructions For Exam Administration" tab on the upper right side of your screen. This is a five question form you'll complete (formerly known as the Alternative Testing Agreement) where you'll provide SAS with the instructions for exams, the exam dates and times, and the length of time allowed for the exam in class. You can also upload exams for each exam date.

Please note that this form enables SAS to correctly administer your exams based on your rules within the classroom. Without it, we will have to rely on your students to tell us what is allowed, and how long students in class will have for the exam.

On this form, you will be asked to provide the dates and times for each exam, along with the length of time students in class will have. You can add this information at the beginning of the semester, or when you receive requests, through the SAS portal, for each exam. Although you are not required to provide instructions for each exam date, it ensures that the SAS testing center procedures are consistent with your classroom procedures for each exam.

Select "Specify" next to the class name and the Instructions For Exam Administration form will appear. When complete, select "Submit and Continue to Specify Exam Dates" at the bottom of the screen.

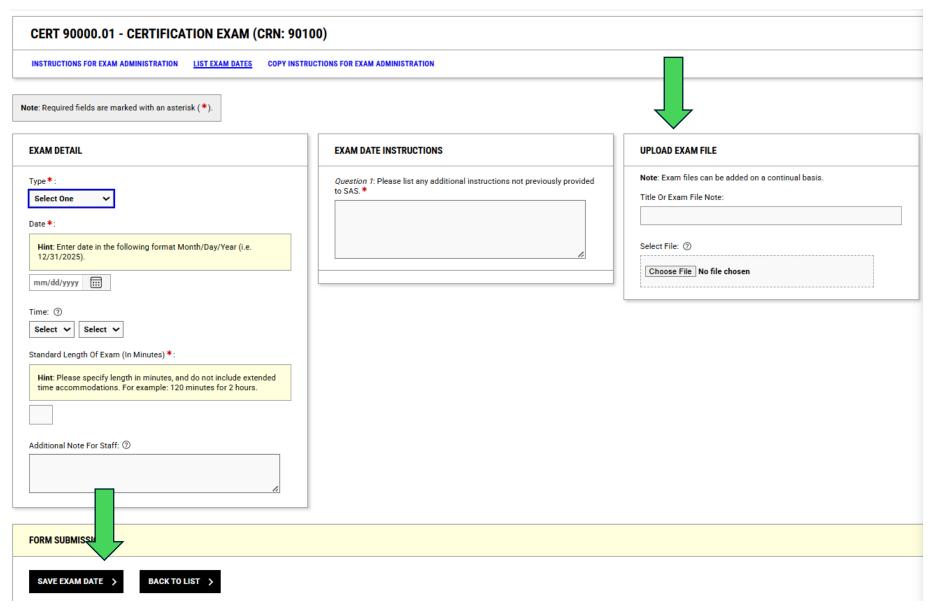




SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >



From this screen you can indicate dates and times that exams will be given in class, specify how long students in class will have for specific exams, and upload exam files for each date. After providing the information, select "Save Exam Date" at the bottom on the screen.



Another option for uploading exam files can be found by selecting the "Upcoming Exams" tab and then navigating to the Upcoming Exam File Upload box at the bottom of the screen.

