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.

INSTRUCTIONS FOR EXAM ADMINISTRATION

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🏠 » ALTERNATIVE TESTING » **INSTRUCTIONS FOR EXAM ADMINISTRATION**

UPCOMING EXAMS   COMPLETED FILES   **INSTRUCTIONS FOR EXAM ADMINISTRATION**   EXAM DATES

📋 **IMPORTANT MESSAGE**

An "Instructions for Exam Administration" form must be submitted for each course section you teach. Without this form, SAS cannot process requests from your students.

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View	CRN	Subject	Course	Section	Students	Meeting Times	Notes	Bulk Entry
Specify	90100	CERT	90000	01	**None**	**MTWRF**: 08:00 AM - 12:00 PM		

HOME

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⌂ » **INSTRUCTIONS FOR EXAM ADMINISTRATION**

Note: Required fields are marked with an asterisk (*).

COURSE INFORMATION

Course:
CERT 90000.01 - CERTIFICATION EXAM (CRN: 90100)

Information Regarding Instructions for Exam Administration

Important notes for completing instructions form:

○ Specify an exam length for each type of exam you administer during the semester (quiz, test, midterm, final). **If no length is specified, students will not be able to request that type of exam resulting in errors in the amount of time they receive.**

○ This instruction form is required for SAS to administer exams. **Without this form SAS will be required to administer the exam based on student self-report.**

○ The more information you can share about your exams the better SAS can provide an appropriate testing environment for students that simulates the experience of their non-disabled peers.

LIST OF QUESTIONS

Question 1: Type of Exam *

○ Paper Exam

○ Online Exam: **If an access code is required for an online exam please email it to tests@ithaca.edu prior to the exam date. Remember to add your student's extended time to the online exam before the exam date. SAS requests paper copies of online exams in case technical issues occur during the exam.**

Question 2: Computer Use *

○ Students may use their own laptop for this exam.

○ Students in class do not use computers: If a student has an accommodation for use of a computer, SAS should provide the computer.

Question 3: Please select allowable materials for test:

☐ Notes

☐ * Please check here if notes should be returned to you with the completed exam

☐ Textbook

☐ Internet

☐ Course Material (Power Points, Handouts, etc.)

☐ Calculator

☐ Scrap Paper

CONTACT INFORMATION

Phone Number * :

United States of America (+1) ▼

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.

CERT 90000.01 - CERTIFICATION EXAM (CRN: 90100)

INSTRUCTIONS FOR EXAM ADMINISTRATION   LIST EXAM DATES   COPY INSTRUCTIONS FOR EXAM ADMINISTRATION

Note: Required fields are marked with an asterisk (*).

EXAM DETAIL

Type * :

[Select One ▾]

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).

[mm/dd/yyyy 🗓]

Time: ⑦

[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: ⑦

EXAM DATE INSTRUCTIONS

Question 1: Please list any additional instructions not previously provided to SAS. *

UPLOAD EXAM FILE

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

Title Or Exam File Note:

Select File: ⑦

[Choose File] No file chosen

FORM SUBMISSI

[SAVE EXAM DATE >]   [BACK TO LIST >]

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.