

Alternative Testing Agreement and Description

When a student who is enrolled in your course requests alternative testing you will receive a notification e-mail. This email will list the specific accommodations that the student is eligible to receive. At the bottom of the email there is a link to the alternative testing agreement. **This must be filled out in order for a student receive alternative testing accommodations.**

1. Click on the link at the bottom of the email and you will be redirected to the NDSU Bison Accessibility Portal (Faculty).
2. On the login screen, you will login with your NDSU username and passphrase.
3. When you are in your portal, you will need to fill out the “Alternative Testing Agreement Description”.

Please Note

PROCTORING YOUR OWN EXAM

Instructor, you have agreed to proctor tests for students in your course registered with Disability Services. As you proctor tests, please be sure to implement all accommodations as approved by Disability Services. To coordinate test time and location, please contact the student.

Type:

Only complete the section titled “Proctoring Your Own Exam” if you are proctoring your own exams or if you do not have exams in your course.

Completing the Alternative Testing Agreement and Description

1. If you plan on having your exam proctored in your department or in Disability Services, skip the first section and scroll down the page. In the alternative testing agreement section, Under Test Location, click on where you would like the exams administered whether in your academic department or in Disability Services.
2. Click on all the resources that will be allowed for all students for your exams and quizzes. If there are specific resources, please list those in the additional notes and comments field.
3. Next click whether a Scantron will be required or not.
4. Then click whether the students will be able to keep a hard copy of the exam.
5. In the next section click on method you would like to have the exam delivered to Disability Services.

6. In the next section, click on the method you prefer to have the test returned.
7. In the Exam Types field, enter in the time you have scheduled for exams, quizzes and the Final. This is the actual time without accommodations.
8. In the Addition Information field, enter in your phone number. In the Additional Notes field enter in the contact information on who to contact in case there are issues with the exam before, during and after the exams.
9. When you are finished, click on the "Submit Alternate Testing Agreement" button.

If you have any questions, please contact Disability Services.