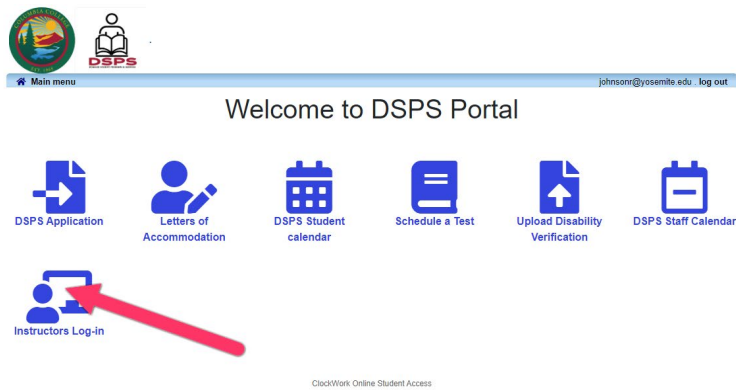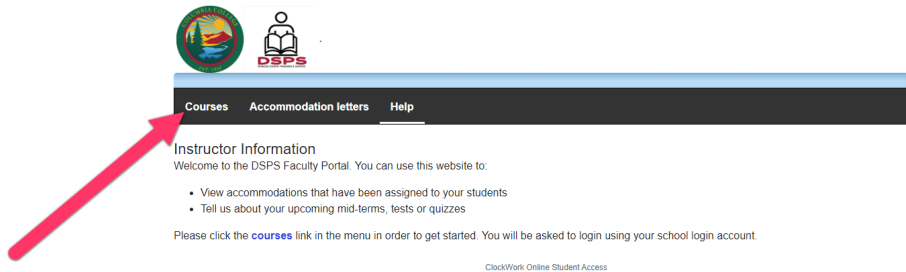# Procedures for Faculty Test Facilitation

Welcome to the Faculty Guide for Test Facilitation!

Providing equitable access to testing is a vital part of fostering student success and inclusivity. This guide is designed to help you navigate the process of facilitating tests for students with approved accommodations, ensuring a seamless experience for both you and your students. By following these steps, you'll help create an environment where every student has the opportunity to thrive academically while ensuring compliance with accommodation requirements. If these steps are not completed, students may face delays or be unable to access their approved accommodations, potentially affecting their academic performance and creating compliance risks for the institution.
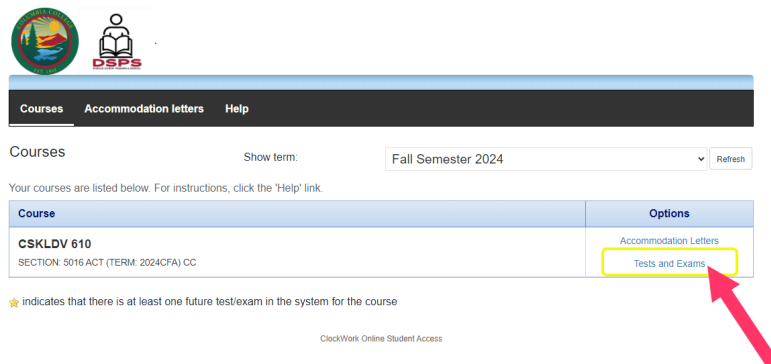
1. From the portal, select the **Instructors Log-In** button.
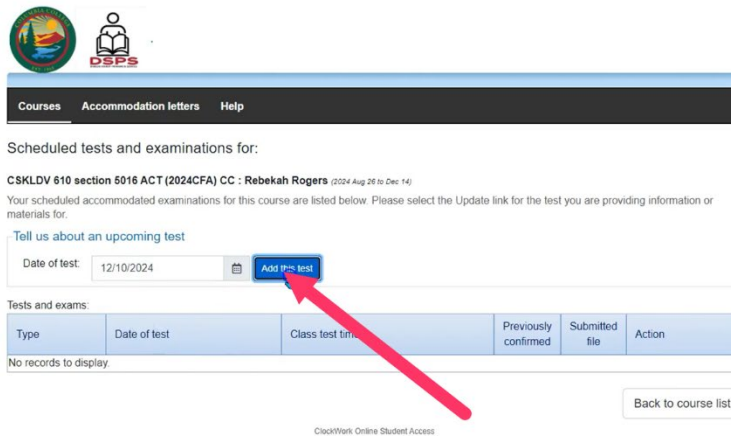

2. Once logged in, select the **Courses** tab.

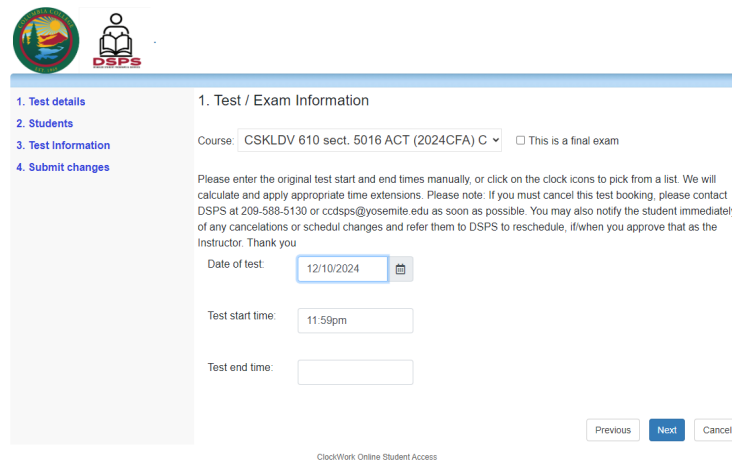3. Select the **Tests and Exams** option for a given course.

4. To enter a scheduled test/exam into the system, select the date and click **Add this test**.
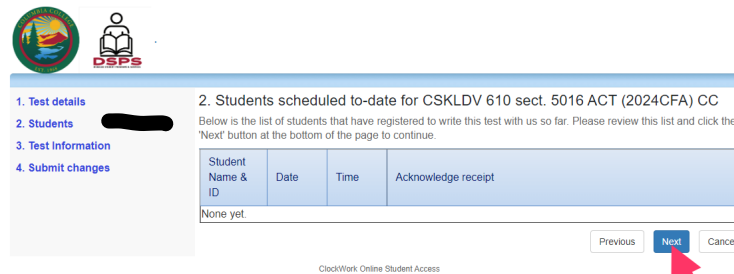
5. Fill in the scheduled Start and End times for the test, and click the **Next** button.

6. The next page reveals a list of students registered for the test, please review the list and click **Next**.

7. Fill in the test details and click **Next**.

8. Confirm the test details, upload a digital copy of the test (if necessary), and **Submit Changes**.

Once you submit the test, it will automatically appear in the "Tests and Exams" section for the course. You will receive an email notification whenever a student schedules this test. At this point, ensure that all test materials (e.g., uploaded digital copies) are accurate and ready for access by the student. If there are any updates or changes needed, they can be made directly through the portal.

Procedures for Faculty Test Facilitation

Thank you for submitting your test!