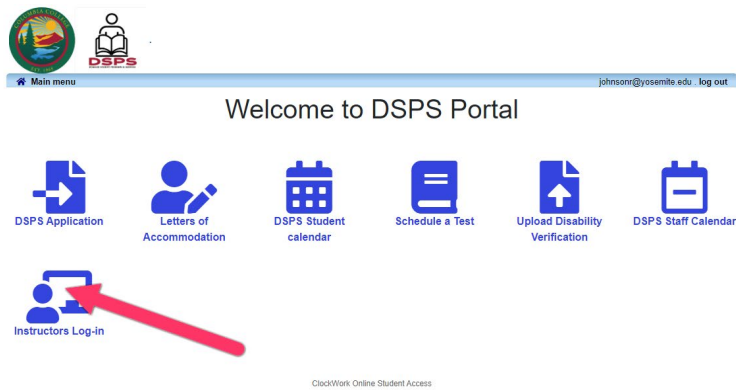


Procedures for Faculty Test Facilitation

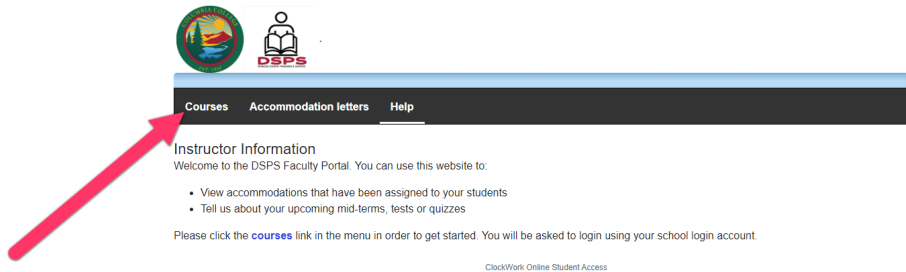
Welcome to the Faculty Guide for Test Facilitation!

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.

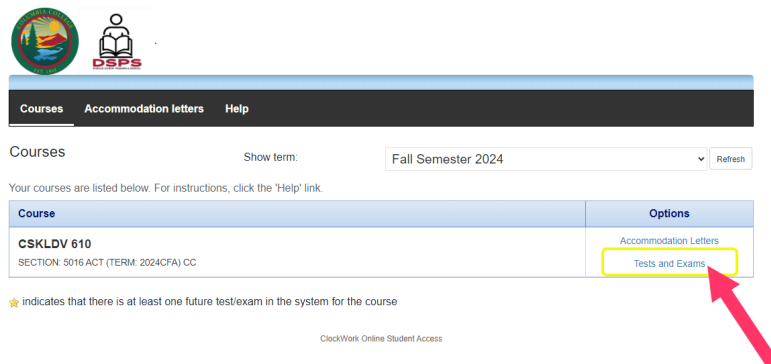
1. From the portal, select the **Instructors Log-In** button.



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

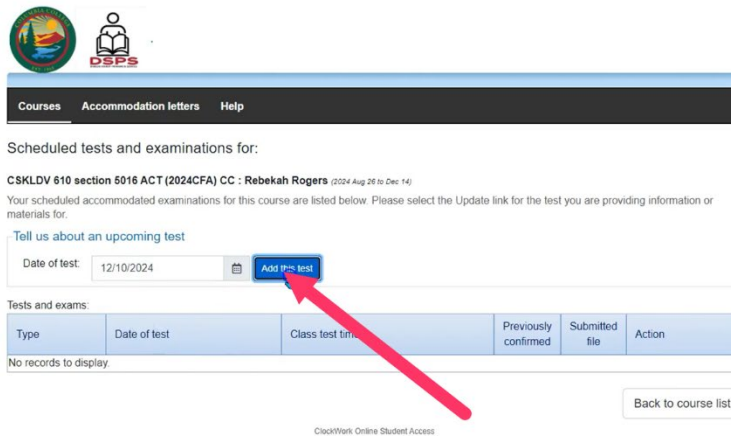


3. Select the **Tests and Exams** option for a given course.

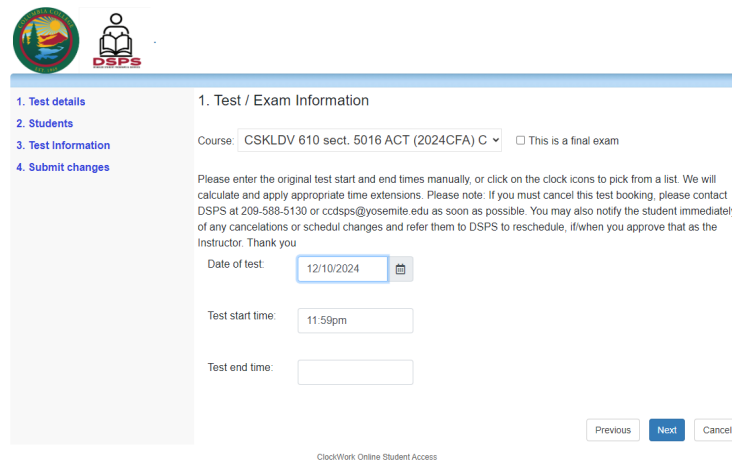


4. To enter a scheduled test/exam into the system, select the date and click **Add this test**.

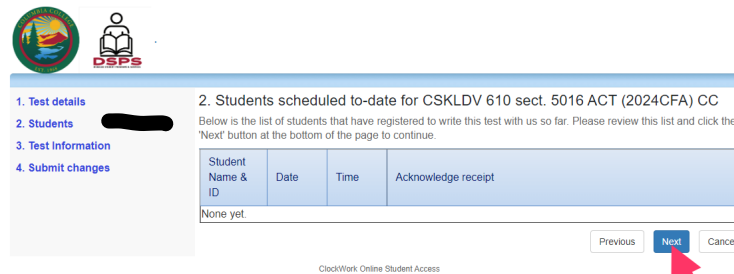
Procedures for Faculty Test Facilitation



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**.

Procedures for Faculty Test Facilitation



1. Test details
2. Students
3. Test Information
4. Submit changes

3. Test Information for CSKLDV 610 sect. 5016 ACT (2024CFA) CC

FACULTY - TEST INFORMATION

* Test Format - (computer based platform or paper/pencil)

* How will you deliver the test copy to the Academic Testing Center?

Please check all that apply for this Test / Exam:

- Breaks permitted
- Calculator permitted
- Dictionary permitted
- Formular permitted
- Green Book required
- Multi-part exam (add comment below)
- Notes permitted
- Open book permitted

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



1. Test details
2. Students
3. Test Information
4. Submit changes

4. Confirm exam details for CSKLDV 610 sect. 5016 ACT (2024CFA) CC

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

CSKLDV 610 sect. 5016 ACT (2024CFA) CC
Tue December 10, 2024 . 11:59pm -

Test information

Test Format - (computer based platform or paper/pencil) **paper**

How will you deliver the test copy to the Academic Testing Center? **ClockWork portal upload**

Scantron required **yes**

Scratch paper permitted **yes**

Can the student contact you during the exam? **Yes**

How should we return the completed test copy back to you? **I will pick up the exam from the DPS office**

File upload

Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

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

Scheduled tests and examinations for:

Fake BIO COURSE Code section Section (Spring): Fake Instructor 2024 Sep 1 10:44:18

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for:

[Tell us about an upcoming test](#)

Date of test: Mid/yyyy

Tests and exams

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	June 27 Thursday (2024)	3:30 PM (60 minutes) Last modified: 2024-05-04	No		<input type="button" value="Confirm/Exit"/>
Test	June 20 Thursday (2024)	10:00 AM (120 minutes) Last modified: 2024-05-04	No		<input type="button" value="Confirm/Exit"/>
Test	June 4 Tuesday (2024)	3:00 PM (60 minutes) Last modified: 2024-05-23	No		<input type="button" value="Passed cutoff - please call or email"/>
Test	June 3 Monday (2024)	3:00 PM (120 minutes) Last modified: 2024-05-23	No		<input type="button" value="Passed cutoff - please call or email"/>
Test	May 26 Tuesday (2024)	9:00 AM (60 minutes) Last modified: 2024-05-23	No		<input type="button" value="Passed cutoff - please call or email"/>

CheckWith Online Student Access

Thank you for submitting your test!