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

U	DSPS					
Courses A	accommodation letter	s Help				
cheduled te	ests and examin	ations for:				
SKLDV 610 ser	ction 5016 ACT (2024)	CFA) CC : Rebeka	Ih Rogers (2024 Aug 26 to Dec 14)			
our scheduled a naterials for.	ccommodated examination	ations for this cours	se are listed below. Please sele	ect the Update link for th	e test you are prov	viding information or
Tell us about	an upcoming test					
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5. Fill in the scheduled Start and End times for the test, and click the **Next** button.

1. Test details 2. Students	1. Test / Exam Information
3. Test Information 4. Submit changes	Course: CSKLDV 610 sect. 5016 ACT (2024CFA) C This is a final exam
	Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. Please note: If you must cancel this fest booking, please contact DSPS at 208-588-5130 or ccdsps@yosemite.edu as soon as possible. You may also notify the student immediately of any cancelations or schedul changes and refer them to DSPS to reschedule, iffwhen you approve that as the instructor. Thank you
	Date of test. 12/10/2024
	Test start time: 11:59pm
	Test end time:
	Previous Next Cancel
	ClockWork Online Student Access

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.

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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 ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing Center ? * How will you deliver the test copy to the Academic Testing C
	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 hestate to contact us. Test details CSKLDV 610 sect. 5016 ACT (2024CFA) CC Tube comber 10, 2024 . 11:59pm - Test information Pass of the sect with the composition of the state to contact us. Test information Pass of the Academic Pass of the Academic Test format - (comport paper base) Scatton required Yes Scatton required Yes Scatton paper partition Invition paper partition paper partition You during the scamp. Invition paper partition paper p

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.

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			Date of	test: M/d/yyyy	Add this test				
			Tours and e	ixams:					
			Type	Date of test	Class test time	Previously confirmed	Submitted file	Action	
			Test	June 27 Thursday (2024)	3:30 PM (60 minutes) Lest modified: 2024-06-04	No		Confirm/Edit	
			Test	June 20 Thursday (2024)	10:00 AM (120 minutes) Last modified: 2024-06-04	No		E' Confirm/Edit	
			Test	June 4	3:00 PM (60 minutes)	No		Passed cutoff - please call or email	
			Test	June 3	3:00 PM (120 minutes)			(No. 114)	
				Monday (2024)	Lest modified 2024-05-23	NO		In Passed cutot - prease can or email	
			Test	May 26 Sunday (2024)	9:00 AM (60 minutes) Lad modified: 2024-05-22	No		Passed cutolf - please call or email	
								Contraction for	
								Back to course list	
6					- CleddWark O	nine Student Access			2

Thank you for submitting your test!