

# How to Complete an Alternative Testing Agreement

## 1. Log into the instructor online portal through the [Instructor Login](#).



WELCOME

- HOME
- > Online Services Home
- > Instructor Portal
- > Start/Resume Application

» HOME » WELCOME

### LOGIN INFORMATION

Username \*:

Password \*:

SIGN IN >

### INSTRUCTOR PORTAL



ACCESS INSTRUCTOR PORTAL >

### APPLICATION CENTER



START/RESUME APPLICATION >

### SIGN UP AS NOTETAKER



APPLY NOW >

### COMMUNICATION ACCESS



START REQUEST >

### CONNECT WITH US

Office of Disability Services  
205-348-4285  
1000 Houser Hall  
ods@ua.edu  
[www.ods.ua.edu](http://www.ods.ua.edu)

**Schedule an appointment with ODS:** Sign in to the [ODS Online Portal](#) and select My Appointments. In the top right corner, select Request Appointment. Students can also call ODS at 205-348-4285 and select option 0.



## 2. Select Continue to View Student Accommodations (bottom of screen).

🕒 Session Extender: [Enable](#)

🏠 » INSTRUCTOR PORTAL

LOGIN AS INSTRUCTOR

Username:

BACK TO MY PROFILE >

### 📄 ACCESS POLICY

HOME

- > Online Services Home
- > Help

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

#### FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.


#### Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information


SIGN OUT >


CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

### 3. Select Alternative Testing (left side of screen under HOME section).



#### OVERVIEW

 Session Extender: [Enable](#)

 » OVERVIEW

**LOGIN AS INSTRUCTOR**

[Previous Term](#) Term: 2024 - Spring


**BACK TO MY PROFILE >**



**STUDENTS WHO REQUESTED ACCOMMODATIONS**

**HOME**

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > **Alternative Testing**
- > Communication Access
- > Flex Plan
- > Notetaking Services
- > Video Captioning

**REFINE SEARCH >**

 **EXPORT DATA: STUDENTS**


  **TABLE LEGEND**

Records Found: **8** (Showing: 1 - 8)

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
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**SIGN OUT >**

#### 4. Select Alternative Testing Agreement (top right of screen).



UPCOMING EXAMS

Session Extender: [Enable](#)    [ALTERNATIVE TESTING](#) » [UPCOMING EXAMS](#)    [UPCOMING EXAMS](#)    [COMPLETED FILES](#)    [ALTERNATIVE TESTING AGREEMENT](#)    [LIST STUDENTS](#)    [ALL EXAMS](#)

**LOGIN AS INSTRUCTOR**

[BACK TO MY PROFILE >](#)

**IMPORTANT MESSAGE**

Test and passwords must be provided to ODS Testing a minimum of 24 hours prior to the scheduled test date. Review your Testing Agreement for accuracy prior to all scheduled tests.

**HOME**

- > [Overview](#)
- > [Add Instructor](#)
- > [Upload Syllabus](#)
- > [Alternative Formats](#)
- > [Alternative Testing](#)
- > [Communication Access](#)

**ALTERNATIVE TESTING AGREEMENT**

**0**

Courses without Alternative Testing Agreement  
Total Courses with Alternative Testing Agreement: **1**

**EXAMS WITHOUT FILES UPLOADED**

**2**

Number of Exams without Files Uploaded

5. Scroll down and find the class you want to complete an Alternative Testing Agreement for and select "Specify Alternative Testing Agreement."

GO >

Records Found: 3 (Showing: 1 - 3)

Show Per Page: 2000 Page: 1

**ODS 101.005 - ODS FOUNDATIONS (FA) (CRN: 1010)**

Status: [View/Modify Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: 6.
- Total Exams Scheduled: 3 (Upcoming: 2).

List Exam Dates:

- **Test/Exam** on Tuesday, June 18, 2024 at 11:00 AM
- **Test/Exam** on Thursday, June 27, 2024 at 02:00 PM
- **Final** on Monday, July 22, 2024 at 08:00 AM

**ODS 102.001 - UNDERSTANDING ODS (FA) (CRN: 1020)**

Status: Not Specified [Specify Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: 2.

**6. Under Available Options:**

- **Exam Management Method - select "ODS Will Proctor Exams"**
- **Confirm Task – select "Confirm to Proceed"**

**7. Under Form Submission select SUBMIT YOUR SELECTION.**

**Office of Disability Services**

### ALTERNATIVE TESTING AGREEMENT

Session Extender: [Enable](#)    » ALTERNATIVE TESTING AGREEMENT

**LOGIN AS INSTRUCTOR**

[BACK TO MY PROFILE >](#)

**HOME**

- > Overview
- > Add Instructor
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- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > Flex Plan
- > Notetaking Services

**ODS PROCTORING DECLINED**

You declined ODS proctoring. Appropriate reasons to decline ODS proctoring include:

- There are no tests in this course.
- Tests do not require an in-person proctor (i.e, take home tests, open book, Respondus Lockdown Browser)
- You will provide accommodated testing for any tests in this course.

When proctoring your own tests, you agree to provide all testing accommodations as outlined in the Faculty Notification Letter.

**AVAILABLE OPTIONS FOR ODS 102.001**

Exam Management Method: ⓘ

**ODS Will Proctor Exams** ▼

**Confirm Task\* :**

**Confirm to Proceed** ▼

**FORM SUBMISSION**

**SUBMIT YOUR SELECTION >**

8. Complete all the required questions of the Alternative Testing Agreement, including entering a number where you can be reach outside of the office.
9. Once complete, at the bottom select **SUBMIT AND CONTINUE TO SPECIFY EXAM DATES** under Form Submission.

Additional Comment:

How will the exam be delivered to ODS? **NOTE: EXAMS MUST BE PROVIDED TO ODS A MINIMUM OF 24 HOURS IN ADVANCE OF THE EXAM DATE. \***

- Instructor will upload exam to ODS Online Portal.
- Instructor will email the exam to [odstesting@ua.edu](mailto:odstesting@ua.edu)
- Instructor or department representative will deliver exam to ODS Testing Center (Houser Hall 1000).
- Computer-based test - no delivery method required.

**FORM SUBMISSION**

**SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >**

**CONTACT US**

ODS Testing Center  
[odstesting@ua.edu](mailto:odstesting@ua.edu)  
(205) 348-2716

10. Next you will be prompted to enter your exam dates for the semester (Note: you can also upload your exams for each exam date at this time if you have the exams prepared).

- Complete the Type, Date, Time, and Standard Length of Exam (in Minutes) for each exam for the semester.

11. Select Save Exam Date and repeat the process for each exam date.

[ALTERNATIVE TESTING AGREEMENT](#) [LIST EXAM DATES](#) [COPY ALTERNATIVE TESTING AGREEMENT](#)

**EXAM DETAIL**

Type\*:  
**Test/Exam** ▼

Date\* ⓘ:  
**09/19/2024** 📅

Time ⓘ:  
**2 PM** ▼ **00** ▼

Standard Length Of Exam (In Minutes)\*:  
**45**

Additional Note For Staff: ⓘ

**Hint:** Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

**UPLOAD EXAM FILE**

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

File Title:

Select File: ⓘ

**No file chosen**

**FORM SUBMISSION**

**SAVE EXAM DATE >** **BACK TO LIST >**