Alternative Testing Module

Alternative Testing Agreements
Alternative Testing Agreements can be completed, edited, and copied to other courses within the Alternative Testing module in the Instructor Portal in STARS. Alternative Testing Agreements allow the instructor to inform students’ alternative testing locations of how the exams should be proctored. Only one agreement needs to be completed per class per semester and should be completed as soon as possible after a letter of accommodation is received.

To complete an agreement for the first time:
1. Log into the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: https://york.accessiblelearning.com/Akron/Instructor/.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.
3. Select the class for which you are completing a testing agreement from the drop-down menu and select Continue to Specify Alternative Testing Agreement.
4. Fill out the Alternative Testing Agreement form to the best of your ability. The Office of Accessibility recognizes that some questions may not be applicable to your course. Please utilize the additional note boxes to further explain the testing requirements and needs of your course if needed.
5. Once done, click Submit Alternative Testing Agreement at the bottom of the page. A green check mark will confirm successful submission of the agreement, and a copy of the agreement will be emailed to you.
To edit an existing agreement:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: [https://york.accessiblelearning.com/Akron/Instructor/](https://york.accessiblelearning.com/Akron/Instructor/).

2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.

3. Select the class for which you are editing the agreement and click View.

4. This will allow you to view the existing agreement and make changes as needed. Whenever a change is made, you will need to click Update Alternative Testing Agreement at the bottom of the page.

5. A green check mark will confirm successful submission of changes to the agreement.
To copy existing agreements to other classes or different sections of the same class:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: https://york.accessiblelearning.com/Akron/Instructor/.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.

   ![Views and Tools](image)

   - Overview
   - Alternative Testing
   - NoteTaking Services
   - Deaf and Hard of Hearing

3. In the List Alternative Testing Agreement box, select the class of the agreement you want to copy in the first drop-down box. Then select the class you want the existing agreement copied to in the second drop-down box.

   ![List Alternative Testing Agreement](image)

   Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

   Copy to: [Course Selection]

4. Click Copy to copy the agreement. A green check mark will confirm the agreement was successfully copied.

   ![System Update Success](image)
Upcoming Exams

Instructors can view upcoming exams that students have scheduled to take in their alternative testing location in Simmons Hall in the Alternative Testing module in the Instructor Portal in STARS. Instructors can view the details of each testing appointment and upload the exams for testing appointments in the Alternative Testing Module as well.

The list of upcoming exams scheduled by students will appear on the Alternative Testing module page. From this view, you will be able to view the general details of each request, like date, time, and student, as well as if the student’s alternative testing location has approved the testing request.

<table>
<thead>
<tr>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Student Name</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>001</td>
<td>Zippy Roo</td>
<td>Test</td>
<td>04/08/2022</td>
<td>01:00 PM</td>
<td>Processing - View Detail</td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
<td>001</td>
<td>Zippy Roo</td>
<td>Test</td>
<td>04/22/2022</td>
<td>09:30 AM</td>
<td>Approved - View Detail</td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
<td>001</td>
<td>Zippy Roo</td>
<td>Test</td>
<td>05/06/2022</td>
<td>02:00 PM</td>
<td>Processing - View Detail</td>
</tr>
</tbody>
</table>

To view the full details of an upcoming exam:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: https://york.accessiblelearning.com/Akron/Instructor/.
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.
   - Overview
   - Alternative Testing
   - Notetaking Services
   - Deaf and Hard of Hearing
3. Select View Detail in the Status column of the upcoming exam.
4. This will allow you to view the full details of the test request. If any details are incorrect, please notify the student’s alternative testing location, as specified in the letter of accommodation.
To upload an exam for a student’s upcoming exam:

1. Log in to the STARS Instructor Portal using your UANet ID and password and complete the FERPA agreement: [https://york.accessiblelearning.com/Akron/Instructor/](https://york.accessiblelearning.com/Akron/Instructor/).
2. Navigate to the Alternative Testing module using the Views and Tools menu on the left side of the page.

3. Under Step 1 – Select Action, select Upload File to Exam(s) from the drop-down menu.
4. Under Step 2 – Select from the Following Courses, check the box next to the course for which you would like to upload an exam.
5. Under Step 3 – Confirmation, select Confirm Your Selections.

6. In the File Information box, name and select your file, and then click Upload Exam.

7. A green check mark will confirm a successful upload of the exam and a confirmation of the successful upload will be emailed to you.