Alternative Testing Agreement
Frequently Asked Questions

The Alternative Testing Agreement will allow for students with Alternative Testing Accommodations to take **in-person, paper/pencil** assessments outside of the classroom and in the University Testing Center with accommodations. It is important to note the agreement only applies to in-person, paper/pencil assessments and the Testing Center has limited space.

Question: What is an Alternative Testing Agreement?

Answer: An Alternative Testing Agreement is an online form associated with a class. The form is available through the DRS Instructor Portal. The purpose of the agreement is to provide Testing Center staff with instructions regarding the administration of ALL **in-person, paper/pencil** assessments (quizzes, exams, finals) offered in the class throughout the semester. DRS requests that instructors access and complete the agreement in full at the beginning of the semester.

Question: What if I am only administering online exams?

Answer: Do not complete the Alternative Testing Agreement. Instead, contact DRS with this information and expect to accommodate students virtually when administering online assessments. Accommodating Students with Disabilities in a Remote Learning Environment

Question: How will students let me know about their Alternative Testing Accommodation?

Answer: DRS students will need to request and select which accommodation they want for each class and schedule a notification email to be sent out each semester. You will receive a Disability Notification Letter via email. The Disability Notification Letter will list the alternative testing accommodations requested by the student. Students are encouraged to meet with you to discuss the need for testing accommodations and request that you complete the Alternative Testing Agreement, as indicated in the Disability Notification Letter.

Question: How do I complete the Alternative Testing Agreement?

Answer: You will access and complete the Alternative Testing Agreement on the Alternative Testing page of your Instructor Portal. Follow this navigation:
- Login to the DRS Instructor Portal
- On the INSTRUCTOR AUTHENTICATION PAGE click Continue to View Student Accommodations
- On the left hand side of the OVERVIEW page click Alternative Testing
- On the ALTERNATIVE TESTING page you will have the ability to complete agreements and edit completed agreements, if needed

Question: How will students arrange to take their test with accommodations in the Testing Center?

Answer: Students will make an electronic request, through the DRS Student Portal. Students must submit their online Alternative Testing Request in advance (at least three business days for exams held during the academic term and at least seven business days for exams held during fall/spring finals week) of the test. You will be notified when a student submits an Alternative
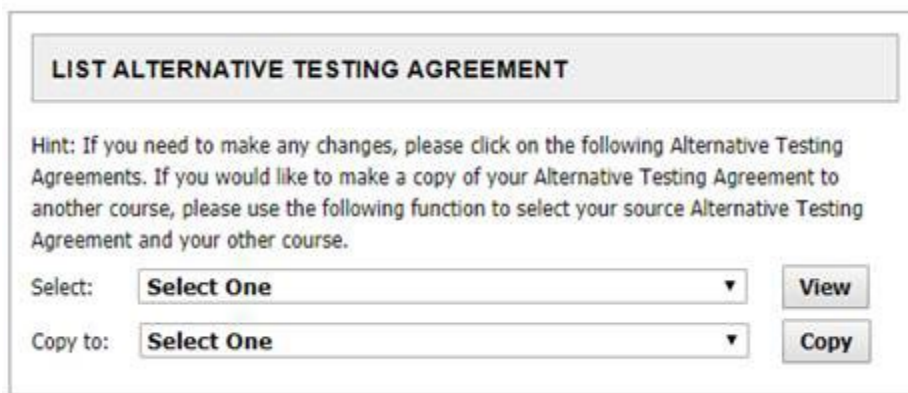
Testing Request. You will not be required to confirm or follow up with DRS. You will only need to contact DRS if something in the request needs to be modified (i.e. perhaps the student's request was for the wrong date, wrong time, an online assessment, etc.).

Question: What should I do if I need to update the information on my Alternative Testing Agreement?

Answer: While DRS asks that you complete the Alternative Testing Agreement once at the beginning of the semester to be inclusive of information of all assessments during the term, it is very possible you will need to edit the agreement throughout the term. You can edit the Alternative Testing Agreement by logging in to the DRS Instructor Portal.

- On the INSTRUCTOR AUTHENTICATION PAGE click Continue to View Student Accommodations
- On the left side of the OVERVIEW page click Alternative Testing
- On the ALTERNATIVE TESTING PAGE you will see the **LIST ALTERNATIVE TESTING AGREEMENT** box:

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- Select your class from the drop down
- Click View to view and edit the agreement

If you update the agreement within 24 hours of an assessment, it's important you contact the Testing Center (tests@pitt.edu) immediately to assure the update is received and applied to any applicable assessments.

Question: How do I deliver my test to the Testing Center?

Answer: You will deliver the exam to the Testing Center per the conditions established in your Alternative Testing Agreement. On the Alternative Testing page of your DRS Instructor Portal you will view all upcoming alternative testing requests as submitted by your students. It's on the Alternative Testing Page you will upload an exam file directly to a student request. You can also upload the same file to many student requests, too.

NOTE: In order for instructors to upload exams, students must submit an alternative testing request first. If your student has not scheduled a request you will be unable to upload your exam. Please feel free to contact DRS if you have any questions.

Question: Does the upload feature allow me to upload multiple exams and add additional notes?

Answer: Yes. The upload feature will allow you to upload multiple individual files. However, DRS does recommend that you upload all documents under one file in order to avoid confusion. You will see there is an optional "Exam File Note" when uploading exams. **Do not use this feature to provide information about allowable materials.** If you need to provide exam conditions or specifics related to allowable materials, this should be done by updating the Alternative Testing Agreement.

Question: How do I know my file has been successfully uploaded?

Answer: Once you have successfully uploaded your exam, you will receive a message confirming your upload.

You will also receive an email confirmation.

Question: Can students who have DRS alternative testing accommodations decide when they take the exam in the Testing Center?

Answer: No, the students are still expected to take the exam at the same time when their class starts. Any variation in exam start-time should first be discussed with you.

Question: How do I retrieve the completed exam from the Testing Center?

Answer: You will retrieve the completed exam as indicated in your Alternative Testing Agreement. You can either select to pick up the completed exam in the Testing Center, and/or select to have Testing Center staff upload the completed exam to the DRS Instructor Portal. Upload to the Portal is preferred. You will access the completed exam file on the Alternative Testing page of your Instructor Portal. Follow this navigation:

- Login to the DRS Instructor Portal
- On the INSTRUCTOR AUTHENTICATION PAGE click Continue to View Student Accommodations
- On the left hand side of the OVERVIEW page click Alternative Testing
- On the ALTERNATIVE TESTING page you will click the Completed Exam Files tab to access a table of completed exam files as uploaded by the Testing Center

Question: Who do I contact if I have questions?

Answer: Please contact DRS at (412) 648-7890 or alt.testing@pitt.edu if you have any questions about the Alternative Testing Agreement.

Question: Who coordinates and administers the exams?

Answer: While DRS oversees exam scheduling, the University of Pittsburgh Testing Center administers the exams as well as uploads completed exam files.

Disability Resources and Services (DRS)	The University of Pittsburgh Testing Center
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