

# Alternative Testing Agreement Frequently Asked Questions

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## **Question: What is new Fall 2021?**

Answer: The Alternative Testing Agreement is to be completed by instructors administering in-person exams in the classroom. The Alternative Testing Agreement will allow for students with Alternative Testing Accommodations to take **in-person** exams outside of the classroom and with accommodations in the University Testing Center. It is important to note the Testing Center has limited space.

## **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. Students with Alternative Testing Accommodations will have an additional link included in the email. Students are encouraged to meet with their instructors to discuss the need for their testing accommodations and request that you complete the Alternative Testing Agreement, as indicated in the Disability Notification Letter.

## **Question: What is an Alternative Testing Agreement?**

Answer: Instructors administering **in-person** exams are required to complete an Alternative Testing Agreement to allow for any student to test with accommodations outside of the classroom and in the University Testing Center (the Testing Center is in G33 of the Cathedral of Learning). The Alternative Testing Agreement is an online form available through the DRS Instructor Portal. The form provides DRS and the Testing Center with the necessary information to administer the exam with accommodation(s) in the Testing Center.

## **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. You access the Alternative Testing Page of your Portal by following 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 (three business days for exams held during the academic term and seven business days for exams held during finals week) of the test. You will be notified when a student makes 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: How do I deliver my test to the Testing Center?**

Answer: You can upload your exams to a secure network (the DRS Instructor Portal). Access the portal by clicking the link provided in the Alternative Testing Request Notice email you receive when your student makes their initial request. 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 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 proctoring specifics. If you need to provide exam conditions or specifics, this should be done by editing 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.

 **EXAM UPLOAD WAS SUCCESSFUL**

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Thank you for uploading your exam electronically. The file was uploaded successfully to the exam and you will receive an email confirmation.

You will also receive an email confirmation.

**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 semester, 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:

**LIST ALTERNATIVE TESTING AGREEMENT**

Hint: If you need to make any changes, please click on the following Alternative Testing Agreements. 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.

Select:

Copy to:

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

**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: Who do I contact if I have questions?**

Answer: Please contact DRS at (412) 648-7890 or [alt.testing@pitt.edu](mailto:alt.testing@pitt.edu) if you have any questions.