

# Alternative Testing Agreement

## Frequently Asked Questions

The Alternative Testing Agreement will allow 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's New Fall 2024?

Answer: New, Fall 2024,

1. you must complete the Alternative Testing Agreement at the start of the term to provide equal access for your students with disabilities.
2. you must specify exam dates as a part of your Alternative Testing Agreement. (see below **Question: How do I access and complete the Alternative Testing Agreement questionnaire and add exam dates?**)
3. you must approve all exams and designate your approval method.
4. DRS and the Testing Center strongly encourage you to offer exam approval flexibility considering students' accommodations and the Testing Center's 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 agreement's purpose is to provide Testing Center staff with instructions regarding the administration and proctoring 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 fully at the beginning of the semester.

### Question: What if I am only administering online exams?

Answer: Do not complete the Alternative Testing Agreement. Instead, follow this navigation to select your Exam Management Method:

- Login to the [DRS Instructor Portal](#)
- Review the FERPA information on the ACCESS POLICY page, then click Continue to View Student Accommodations to navigate to the OVERVIEW page
- On the left side of the OVERVIEW page, click Alternative Testing to navigate to the ALTERNATIVE TESTING page
- On the top of the ALTERNATIVE TESTING page, click the ALTERNATIVE TESTING AGREEMENT tab to navigate to the ALTERNATIVE TESTING AGREEMENT page (although you will not be completing the agreement, continue reading)
- On the ALTERNATIVE TESTING AGREEMENT page, (Although you will not be completing the agreement) Navigate to your CLASS and click the link under your CLASS that reads Specify Alternative Testing Agreement
- Navigate to the AVAILABLE OPTION FOR CLASS box
- In the AVAILABLE OPTION FOR CLASS box, Under Exam Management Method, select All exams are online/Class section has no exams OR I will proctor my own exams.

- Under Confirm Task\*, select Confirm to Proceed
- Click Submit your Selection

You and your student will receive an automated email based on your selection. Depending on your selection, expect to accommodate students outside of the Testing Center and/or virtually. [Accommodating Students with Disabilities in a Remote Learning Environment](#)

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

Answer: DRS students must request and select which accommodation they want for each class and schedule a notification email to be delivered to you 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. In addition to the email notification, you can review a student’s Disability Notification Letter in your DRS Instructor Portal anytime.

**Question: So, my exams are in-person and on paper in the classroom. What do I do?**

Answer: You must complete the Alternative Testing Agreement questionnaire and specify the date and time of each assessment you offer. You are required to do this as soon as the semester begins. It’s important that you complete the agreement well in advance of the first exam to ensure your students can schedule exams accordingly.

**Question: How do I access and complete the Alternative Testing Agreement questionnaire and add exam dates?**

Answer: You will access and complete the Alternative Testing Agreement questionnaire and continue on to specify exam dates on the Alternative Testing page of your Instructor Portal. Follow this navigation:

- Login to the [DRS Instructor Portal](#)
- Review the FERPA information on the ACCESS POLICY Page, then click Continue to View Student Accommodations to navigate to the OVERVIEW page
- On the left side of the OVERVIEW page, click Alternative Testing to navigate to the ALTERNATIVE TESTING page
- On the top of the ALTERNATIVE TESTING page, click the ALTERNATIVE TESTING AGREEMENT tab to navigate to the ALTERNATIVE TESTING AGREEMENT page
- On the ALTERNATIVE TESTING AGREEMENT page, navigate to your CLASS and click the link under your CLASS that reads Specify Alternative Testing Agreement
- Navigate to the AVAILABLE OPTION FOR CLASS box
- In the AVAILABLE OPTION FOR CLASS box, Under Exam Management Method, select The Testing Center will proctor my exams
- Under Confirm Task\*, select Confirm to Proceed
- Click Submit your Selection to navigate to the ALTERNATIVE TESTING AGREEMENT – DETAILS page
- On the ALTERNATIVE TESTING AGREEMENT – DETAILS page
  - Review the text in the COURSE INFORMATION box
  - Complete the Questionnaire in the LIST OF QUESTIONS box
  - Provide your Phone Number in the CONTACT INFORMATION box (note that the phone number is for staff use only and students cannot access this information)
- Review all details on the ALTERNATIVE TESTING AGREEMENT – DETAILS page
- Navigate to the bottom of the page to the FORM SUBMISSION box
- Click SUBMIT AND CONTINUE TO SPECIFY EXAM DATES
- On the LIST EXAM DATES tab, in the EXAM DETAIL BOX, specify the following fields:
  - Type

- Approval Method (You are encouraged to select Approve If Scheduled on Any Date” to provide scheduling flexibility due to student accommodations and the Testing Center’s limited space)
- Date
- Time
- Standard Length of Exam
- Click SAVE EXAM DATE when you have confirmed the exam date, time, and length details
- You are welcome to upload a file now, or you can wait until closer to the exam date to upload your exam file. (see below **Question: How do I upload my exam file?**)

**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 based on the exam dates provided by you in your Alternative Testing Agreement. 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.

**Question: Will I be notified when my student submits an Alternative Testing Request?**

Answer: You will not always be notified. You will only receive an email notification when a student submits an Alternative Testing Request that conflicts with the exam dates and associated approval methods you provided. The email requiring your attention will have the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED. It’s important that you review the email and Approve or Propose Rescheduling an Alternative Testing Request promptly. (See below **Question: I received the email with the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED. I’m okay with my student taking the exam at a different time than the class exam. How do I approve it?**)

**Question: What if my student is scheduled for the wrong date or time?**

Answer: If a student schedules in conflict with your designated approval method, you will need to Approve or Propose Rescheduling. You will receive an email notification with the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED. It’s important that you review the email and approve or propose rescheduling an alternative testing request promptly.

**Question: I received the email with the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED. I’m okay with my student taking the exam at a different time than the class exam. How do I approve it?**

Answer: The notification email with the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED should be reviewed carefully to determine the Status. Scroll down to the bottom of the email to click the link Review Exam Request. This takes you to the Instructor Portal. In the APPROVAL NEEDED box, click APPROVE EXAM REQUEST. If you are okay with the student testing anytime, you might want to update your approval method to “Approve if scheduled on any date”.

**Question: I do not offer scheduling flexibility and students must take exams on the date and time of the class exam. My student scheduled for one week after the class exam and I won’t allow for it. What do I do?**

Answer: The notification email with the subject [DRS] New Alternative Testing Request - REVIEW AND APPROVAL REQUIRED should be reviewed carefully to determine the Status. Scroll down to the bottom of the email to click the link Review Exam Request. This takes you to the Instructor Portal.

- In the APPROVAL NEEDED box, click PROPOSE RESCHEDULING.
- In the RESCHEDULING INFORMATION box, select a message for DRS alternative testing staff
- In the FORM SUBMISSION box, click SUBMIT REQUEST

Your rescheduling information and Reason for Rescheduling will be sent directly to the DRS office. Based on your reason for rescheduling, the DRS office will contact the student to reschedule to an approved date or time.

**Question: What should I do if I need to update the information on my Alternative Testing Agreement questionnaire or exam dates?**

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 following this navigation:

- Login to the [DRS Instructor Portal](#)
- Review the FERPA information on the ACCESS POLICY Page, then click Continue to View Student Accommodations to navigate to the OVERVIEW page
- On the left side of the OVERVIEW page, click Alternative Testing to navigate to the ALTERNATIVE TESTING page
- On the top of the ALTERNATIVE TESTING page, click the ALTERNATIVE TESTING AGREEMENT tab to navigate to the ALTERNATIVE TESTING AGREEMENT page
- On the ALTERNATIVE TESTING AGREEMENT page, navigate to your CLASS and click the link under your CLASS that reads View/Modify Alternative Testing Agreement
- Update your questionnaire and click UPDATE AND VIEW EXAM DATES to continue
- Modify, delete, or add exam dates if needed.
- If adding a new exam date, be sure to click save.
- Otherwise, your questionnaire updates are effectively complete.
- If you update the agreement questionnaire or exam dates within 24 hours of an assessment, it's important you contact the Testing Center ([tests@pitt.edu](mailto:tests@pitt.edu)) immediately to ensure the update is received and applied to any applicable assessments.

**Question: How do I upload my exam file?**

Answer: You can upload your exam in two ways: when adding exam dates to associate a file with all assessments scheduled for a particular date/time or you can also upload directly to each upcoming alternative testing request. Because DRS asks that instructors ensure there is an exam file uploaded to each upcoming alternative testing request, follow these instructions to upload an exam file:

- Login to the [DRS Instructor Portal](#)
- Review the FERPA information on the ACCESS POLICY Page, then click Continue to View Student Accommodations to navigate to the OVERVIEW page
- On the left side of the OVERVIEW page, click Alternative Testing to navigate to the ALTERNATIVE TESTING page
- On the ALTERNATIVE TESTING page, you will view a table of all upcoming alternative testing requests submitted by your students.
- Select the alternative testing request to which you would like to upload a file, and you will upload an exam file directly to a student request. You can upload the same file to many student requests, too.

NOTE: A student cannot sit for an exam without an alternative testing request and an exam file upload. 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 for that student. Please feel free to contact DRS if you have any questions.

**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're asked to confirm there is an appropriate file uploaded to each upcoming alternative testing request in your Instructor Portal.

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

Answer: Yes, students select the date and time from the exam dates you provided. Before they submit their alternative testing request, they can adjust the date or time. If they schedule for a date or time in conflict with your approval method, you will be required to Approve or Propose Rescheduling. Any variation in exam start time should first be discussed with you.

**Question: How do I retrieve a student's 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 from the COMPLETED FILES page of your Instructor Portal. Follow this navigation:

- Login to the [DRS Instructor Portal](#)
- Review the FERPA information on the ACCESS POLICY Page, then click Continue to View Student Accommodations to navigate to the OVERVIEW page
- On the left side of the OVERVIEW page, click Alternative Testing to navigate to the ALTERNATIVE TESTING page
- On the top of the ALTERNATIVE TESTING page, click the COMPLETED FILES tab to navigate to the COMPLETED FILES page

**Question: Who do I contact if I have questions about the Alternative Testing Agreement?**

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

**Question: What offices are involved in the coordination and administration of exams?**

Answer: DRS coordinates the scheduling of exams. The University of Pittsburgh Testing Center administers the exams as well as uploads completed exam files. Location details and contact information for each office are included here.

Disability Resources and Services (DRS)	The University of Pittsburgh Testing Center
First Floor, 140 William Pitt Union 3959 Fifth Avenue Pittsburgh, PA 15260 Phone (412) 648-7890 <a href="mailto:Alt.testing@pitt.edu">Alt.testing@pitt.edu</a>	Ground Floor, G-33 Cathedral of Learning 4200 Fifth Avenue Pittsburgh, PA 15260 Phone (412) 624-7215 <a href="mailto:tests@pitt.edu">tests@pitt.edu</a>