Completing the Alternative Testing Agreement

The Alternative Testing Agreement is an agreement between the student(s) and the instructor. Instructors can specify details of all exams associated with each course and section.

The Testing Agreement must be completed before the student(s) submits an exam request. The absence of the course’s Testing Agreement will result in the student’s inability to test in the SDRC Test Proctoring Suite.

Faculty Notification Letters contain the link to the course’s Alternative Testing Agreement form. This link is located inside a red rectangular box in the email. **Note:** This Testing Agreement link only appears if the student is eligible for Alternative Testing as an accommodation. Click on the “Alternative Agreement hyperlink or copy and paste the link to your browser to complete the agreement.

**ALTERNATIVE TESTING AGREEMENT**

In this form (see link below), you will be providing general testing information about this specific course to help us better understand what may be required by students who are taking an exam at our Test Proctoring Center. Our goal is to provide an experience equal to that which their peers receive in the standard classroom environment.

Please note that a student cannot schedule an exam with our office until this Agreement is completed by you.

Please proceed to the link listed below. Thank you.

**Alternative Testing Agreement Link:**

[Alternative Testing Agreement](https://shasta.accessiblelearning.com/Sc/TestingAgreement.aspx?ID=678306&CID=151411&Key=pm0P2qog)
Tutorial: How to complete the Alternative Testing Agreement

Professors are responsible for completing the Testing Agreement which allows students to submit exam requests and receive testing accommodations for in-person and online examinations. The Testing Agreement can be completed via a link in the Faculty Notification Letter or by AIM. The following tutorial will explain the process of completing the Testing Agreement by AIM. **Note:** Testing Agreements can be copied and used for multiple sections/courses.

Step 1. Log into the Instructor portal on AIM. You can visit our webpage for quicker access [here](#).

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**Alternative Testing**

Some students deal with challenges while taking tests due to a disability or injury. SDRC provides alternative testing services. Find answers that may resolve your questions related to how we help alleviate challenges for students with the alternative testing accommodation and for instructors providing the tests for their students.

**Register With Us**

This website portion applies to students already registered with SDRC and instructors teaching these students. If you are not registered, visit our **Register With Us** page to start the process now.

**Frequently Asked Questions (FAQs)**

[Faculty and Staff FAQs](#) and/or [Student FAQs](#) may provide answers you need now. If more assistance is needed, please contact us.
Step 2. Log in using your network name or VIP ID and password.

- Network Username/VIP ID
- Password

If you have signed up for MFA, please enter one of the following to login:

- **Network Username** - the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

- **VIP ID** - an eight-digit number. Currently, faculty, staff, and students can find their VIP ID here. Admitted students can find their VIP ID in their acceptance materials.

- **Blackboard Auxiliary ID** - allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication.

If you receive an ACCESS DENIED message, visit myaccount.sc.edu and setup multifactor authentication under the Account Settings field.
Step 3. Read the reminders and click the "Continue to View Student Accommodations" button.

**Note:** On the Overview page, you can view your list of students with accommodations. If a student has a **YES** under the EXAM column, then they have requested testing accommodations.
Step 5. When completing the Testing Agreement for the first time, select a class from the drop-down menu. Then, press the “Continue to Specify Alternative Testing Agreement” button.
Step 6. Review the Alternative Testing Agreement Description and the Faculty/Staff Instructions. The instructions provide clarification on the SDRC policies and explain the expectation of Instructors.
Step 7. Scroll down to the Alternative Testing Agreement and complete the form. **Note:** There are more questions than the ones shown.

<table>
<thead>
<tr>
<th>Alternative Testing Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professors are responsible in submitting all necessary exam materials no later than 12pm the day before the exam. Failure to submit all exam materials can result in the exam’s cancelation. Do you agree to adhere to this policy?</td>
</tr>
<tr>
<td>- Yes, I agree.</td>
</tr>
<tr>
<td>Additional Note or Comment</td>
</tr>
<tr>
<td>2. For this course, will exams require in-person proctoring or will students test remotely?</td>
</tr>
<tr>
<td>- Testing will take place in-person</td>
</tr>
<tr>
<td>- Testing will take place remotely (SDRC Proctoring not required)</td>
</tr>
<tr>
<td>- Mixed Modality (Specify below or through email to <a href="mailto:SDRCTest@sc.edu">SDRCTest@sc.edu</a>)</td>
</tr>
<tr>
<td>Additional Note or Comment</td>
</tr>
</tbody>
</table>
Step 8. Complete the **Exam Type(s)** section of the agreement. Please be advised that each field must include the allotted time for students to schedule that specific exam type. For example, if there’s a quiz, standard exam, midterm, and final, please include the allotted time in the designated field.

![Exam Type(s) section](image)

Step 9. Complete the fields in the Additional Information section. Instructors can specify any additional information or instructions in this section.

![Additional Information section](image)

Step 10. Click the “Submit Alternative Testing Agreement” button.
Step 11. For verification of the completed task, please check the top of your screen for a green checkmark.

This concludes the tutorial on completing the Alternative Testing Agreement. Please read further for the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu with any questions or concerns.
Tutorial: How to make a copy of the Alternative Testing Agreement

Professors who teach multiple sections of a course can copy a completed testing agreement for one section of a course and use it for multiple sections of the same course. Please follow the previous tutorial in completing the Testing Agreement. The following tutorial will explain the method of copying the Testing Agreement.

Step 1. Locate the “List Alternative Testing Agreement” box. It will appear after one Testing Agreement is completed.
Step 2. In the **Select** drop-down menu, choose the course with the completed Testing Agreement. The selected Testing Agreement contains the source information that you want to be copied to the other sections’ Testing Agreements.

In the **Copy to** drop-down menu, choose the course(s) that does not have a Testing Agreement. **Note:** You cannot select multiple courses for the above actions.

Step 3. Press the Copy button.
Step 4. For verification of the completed task, please check the top of your screen for a green checkmark.

This concludes the tutorial on copying the Alternative Testing Agreement for multiple sections/courses. Please contact our Test Proctoring Center at 803-576-8457 or email the Test Proctor at SDRCTest@sc.edu with any questions or concerns.