# Accommodated Testing in the ASAC Instructor Portal

### Accessing Accommodated Testing Information

- Log into the ASAC Instructor Portal from the ASAC webpage using your AU username and password. The instructor portal also requires DUO approval to log in.

	SIGN IN	
	AU Sign In Access to this site is restricted to the AU community and requires authentication. If you need assistance, please contact OIT Help and Support. omcclendon@american.edu	Shortcuts Email Canvas Workday Bill Pay for Parents OIT Help and Support Duo MFA Device Management Emergency Preparedness
13.22	······ ● This is a private computer	Campus Alerts Systems Status
	Another User Sign in	

 On the landing page, read through the access policy and click on "Continue to See Student Accommodations" at the bottom of the page

ACCESS POLICY
Please read the following prior to completing the form:
By clicking on the following button, I acknowledge that I have received and understand AU's FERPA policy as it pertains to student records.
FERPA (Confidentiality Statement)
Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.
Important Note:
Please REFRAIN from using SHARED (PUBLIC) COMPUTER.
Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information
CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

 Locate the navigation menu on the left side of the screen, and click on "Accommodated Testing". a. The screen that you land on once you click provides an overview of all the Accommodated Tests occurring for your class.

OVERVIEW		
НОМЕ		
Overview     Accommodated Testing	Previous Term Term: 2024 - Summer	Next Term
Alternative Formats     Communication Access     Flex Plan	STUDENTS WHO REQUESTED ACCOMMODATIONS	
	REFINE SEARCH >	

### Accommodated Testing Instructions Overview

 If a student sends you a Faculty Notification Letter that includes accommodated testing, you need to fill out the Accommodated Testing Instructions Form. To access this form, click on "Accommodated Testing Instructions Form" at the top of the screen.

UPCOMING	EXAMS
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НОМЕ	□ » ACCOMMODATED TESTING » UPCOMING EXAMS
> Overview	UPCOMING EXAMS COMPLETED FILES ACCOMMODATED TESTING INSTRUCTIONS FORM LIST STUDENTS
> Accommodated Testing	ALL EXAMS
> Alternative Formats	
<ul> <li>Communication Access</li> </ul>	IMPORTANT MESSAGE
> Flex Plan	
	Walanma to the Assemmed at all Testing Deguest Overage Use this system to
SIGN OUT >	Welcome to the Accommodated Testing Request System. Use this system to:
	View test/exam requests submitted by your students who have ASAC approved testing accommodations

- This form can be completed at the beginning of the semester. If you teach multiple sections of the same course, you may copy instructions using the copy form button.
- If you wish to change these instructions throughout the semester, you may use the modify feature.
- You will now submit one form per class, rather than one per student. Even if you
  have multiple students in the same class requesting accommodations, you only
  need to complete this form once.
- These instructions are important for our office so we can ensure your students receive the correct exam instructions and only have access to preapproved materials. They are also important so we can reach out to you by your preferred method of communication if we have any questions/concerns.

## Filling out the Accommodated Testing Instructions Form

- At the top of the form, fill in your contact information.

Email: *	
exams@american.edu	
Phone: *	
2028853489	

#### Next, note the approved testing materials.

Indicate what software and/or materials students are permitted to use while taking the test.  $\pmb{\ast}$ 

- No software or other materials needed
- Equation/study sheet
- Notes
- Textbooks/course readings
- Basic calculator
- Graphing calculator
- Scientific calculator
- Listening portion of exam
- Software please specify (Excel, Statcrunch, SPSS, etc) (Additional Comment Required)
- Internet access
- Canvas access please indicate whether accommodated time will be adjusted by instructor or by ASAC (Additional Comment Required)
- Other learning platform please specify (Connect, MyLab, etc)
   (Additional Comment Required)
- Respondus Lockdown browser instructors are responsible for adjusting accommodated time
- Scantron
- Bluebook
- Other (Additional Comment Required)

Additional	Comment *:
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Periodic table

- Complete the test delivery and return information.

- a. If it is an online test through Canvas or Connect, please note that under test delivery.
- b. If your students are eligible to have extra time for their exams, please make sure that they have the correct amount of time for their online exams. If you have questions about extending time on Canvas, please contact our office or eLearning support.

available * File upload through portal	~
Additional Comment:	
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Fest return *	
By student on a sealed envelope (p	lease provide d 💙
Additional Comment *:	
office or in class	
Additional information/notes to ASA	

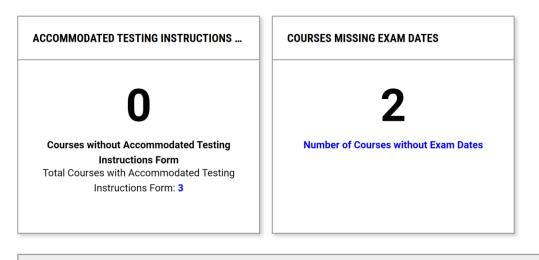
- When you are finished, click "Update and View Exam Dates".
- Then, add all your exams that have been scheduled.
  - a. If there are tests that aren't yet scheduled, you may come back to this page when you have more information.
  - b. Approval Method: This section is important because it lets our staff know if you approve of certain requests based on the day and time. If you do not approve of your exam being taken on a different day, or at a different time than when it is scheduled to be taken in class, you can use this opportunity to let us know that.
  - c. Standard Length of Exam: This is the length of time students have in class to take the exam.

EXAM	DETAIL
Type *	·:
Seleo	ct One \vee
Approv	val Method * :
Seleo	ct One v
Date * mm/c Time:	dd/yyyy
Selec	ct ~ Select ~
Standa	ard Length Of Exam (In Minutes) * :
	t: Please specify length in minutes, and do not include extended e accommodations. For example: 120 minutes for 2 hours.

- If the test instructions and/or materials are different for a specific exam than the general course instructions, you may update that information in the Exam Date Instructions section. If your instructions and materials are the same as indicated on the general Accommodated Testing Instruction Form, skip this section.
- Next, you can upload the file of the exam as a PDF or Word Document onto the portal right here. Please note ASAC will not accept emailed or hand delivered exam materials to streamline our test administration processes.

UPLOAD EXAN	I FILE
Note: Exam files	s can be added on a continual basis.
File Title:	
Select File: ⑦	
[	No file chosen

- You can also use the "Upcoming Exams" section to view:
  - a. Exams scheduled without the Accommodated Testing Instructions Form
  - b. Courses without the Accommodated Testing Instructions Form
  - c. Courses with Accommodated Testing Instructions Form
  - d. Courses without exam dates.



#### UPCOMING EXAMS SCHEDULED

 To view all students in your classes who have requested to use their testing accommodations, access the list students feature.

