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.

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

- 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.

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.

– 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.

LIST OF QUESTIONS

Email: *

exams@american.edu

Phone: *

2028853489

Alternative phone number

‒ Next, note the approved testing materials.

Indicate what software and/or materials students are permitted to use while taking the test. *

☐ 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 * :

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.

How will you deliver your test to ASAC? Select from the only options available *

File upload through portal

Additional Comment:

Test return *

By student on a sealed envelope (please provide d

Additional Comment *:

office or in class

Additional information/notes to ASAC

− 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 * :

Select One ⌄

Approval Method * :

Select One ⌄

Date * : ⓘ

mm/dd/yyyy 🗓

Time: ⓘ

Select ⌄   Select ⌄

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time 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 EXAM FILE

Note: Exam files can be added on a continual basis.

File Title:

Select File: ⓘ

Choose File | **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.

ACCOMMODATED TESTING INSTRUCTIONS …

0

Courses without Accommodated Testing Instructions Form
Total Courses with Accommodated Testing Instructions Form: **3**

COURSES MISSING EXAM DATES

2

Number of 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.

🏠 » ACCOMMODATED TESTING » **LIST STUDENTS**

UPCOMING EXAMS   **COMPLETED FILES**   **ACCOMMODATED TESTING INSTRUCTIONS FORM**   **LIST STUDENTS**

ALL EXAMS

📋 **IMPORTANT MESSAGE**

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

- Provide information to the ASAC regarding test/exam requests submitted by your students

- Upload a test/exam to be administered by the ASAC

Previous Term   **Term: 2024 - Summer**   Next Term

🔧 **EXPORT DATA: STUDENT ACCOMMODATION REQUESTS**   ⌄