How to fill out an alternative testing contract

- 1. Go to https://dsst.fsu.edu/oas/faculty
- 2. Click on 'Instructor Portal Login'

	HOME OF	FICES -	RESOURCES -	CONTACT US	CONVOCATION		
Fa	cult	y 8	k Sta	ff			
				Instruct	or Portal Login	J	
On	this	pag	ge:				
CURRE	NT: Accon	modati	ons for Online	e/Remote Co	urses		
Faculty	/ Handboo	k					
				ations			
Presen	tation on	Providin	g Accommod	ations			

- 3. Log in with your FSU ID and password
- 4. Under the 'INSTRUCTOR AUTHENTICATION PAGE,' click on 'Continue to View Student Accommodations'

REMINDERS
Please read the following prior to completing the form:
By clicking on the following button, I acknowledge that I have received and understand the school'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.
For more information on FERPA, please visit the FSU Registrar's https://registrar.fsu.edu/records/ferpa/linformation page.
Reminders:
<ul> <li>Please REFRAIN from using SHARED (PUBLIC) COMPUTER.</li> </ul>
<ul> <li>REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION</li> </ul>
Continue to View Student Accommodations

5. In the 'OVERVIEW' page, click on 'Alternative Testing'

	OVERVIEW		Accommodation F
	Previous Term	Term: Spring 2020	
℅ Views and Tools			
> Overview	Click to Expand Advanced Search Panel		Sort Result: Course
Alternative Testing			
> Alternative Formats			
> Notetaking Services	LIST OF STUDENTS WHO REQUESTED ACCOMMOD	ATION	
> Deaf and Hard of Hearing	Legend:		
	ATS: Alternative Testing	ALT: Alternative Formats	
Logout	DDH: Deaf and Hard of Hearing	NTK: Notetaking Services	
Once you finish with your session,	Export Search Result To CSV (Comma-Senarated Value	ac) File	
and Close Your Browser.			
Log Out	For Accommodation Export, Sort Column by: Alphabetically	Accommodation Requests	

6. Select the class you want to fill out an alternative testing contract for and click on 'Continue to Specify Alternative Testing Contract'

ALTERNATIVE TESTING	
SPECIFY ALTERNATIVE TESTING CONTRACT	
Colort Class MCE 1107 0007 (CLN: 5254) - Tonice in District Einite Mathematice	1
Sector Classe Mor 1107-0007 (Sun 3234) * Topics in Practical Finite Mathematics	9
Continue to Specify Alternative Testing Contract	

7. In the 'ALTERNATIVE TESTING' page, fill out the 'Alternative Testing Contract'

Alt	ternative Testing Contract
1.	Instructor email address (for faculty teaching class) 🕺
2.	TA email address (if applicable): *
з.	How will tests/exams be delivered to the OAS?
	<ul> <li>Upload exam to the secure OAS website at least 48 hours in advance (upload instructions will be included in the reminder email you will receive)</li> </ul>
	<ul> <li>Deliver hard copy to OAS at least 48 hours in advance</li> </ul>
	Student will deliver in envelope, signed and sealed by the instructor
	<ul> <li>Email to oas-testing@fsu.edu</li> </ul>
	Online exam/test: Password will be sent by instructor to oas-testing@fsu.edu
	<ul> <li>Online exam/test: Password will be provided by ODL (FSU Testing Center)</li> </ul>
	Additional Note or Comment

8. When you are done filling out the contract, click on 'Submit Alternative Testing Contract' to complete the process

Exam Type(s)	
Please list REGULAR	CLASS EXAM LENGTH without extended time accommodations
Final	120 Minutes
Make Up	Minutes
Midterm	75 Minutes
Quiz	30 Minutes
Test	Minutes
Additional Informa	tion
Instructor Pho	one Number 🐮 😝 😽 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹 🕹
A	dditional Note:

## **Questions?**

Please contact our office if you have any questions or concerns regarding Alternative Testing request by emailing: <u>oas-testing@fsu.edu</u>