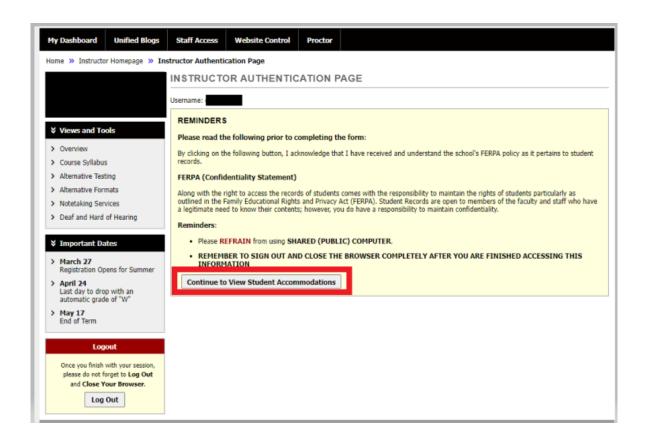
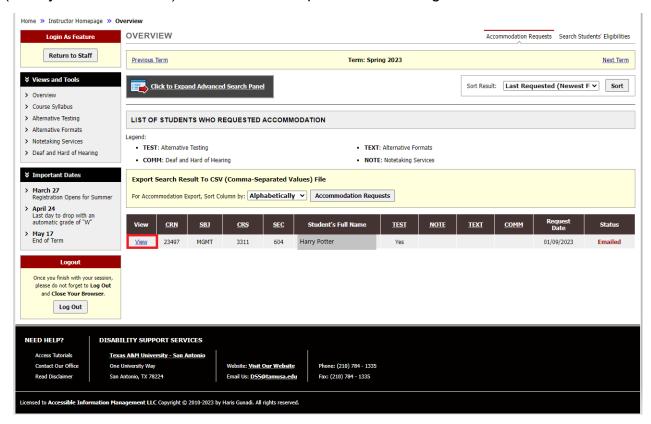
Instructor Portal

How to View Students' Accommodation

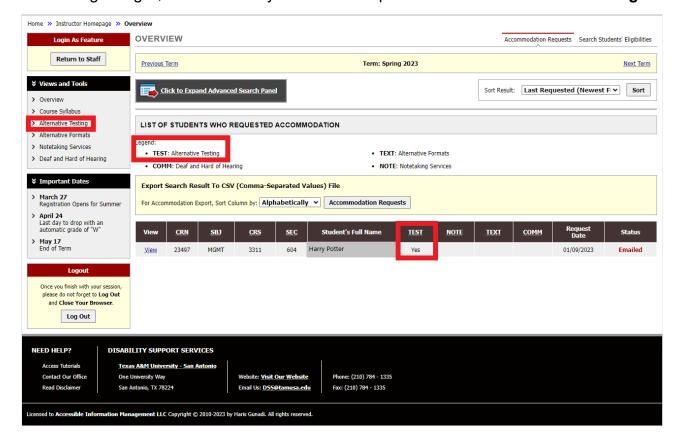
1. Review FERPA (Confidentiality Statement) then press Continue to View Student Accommodations.



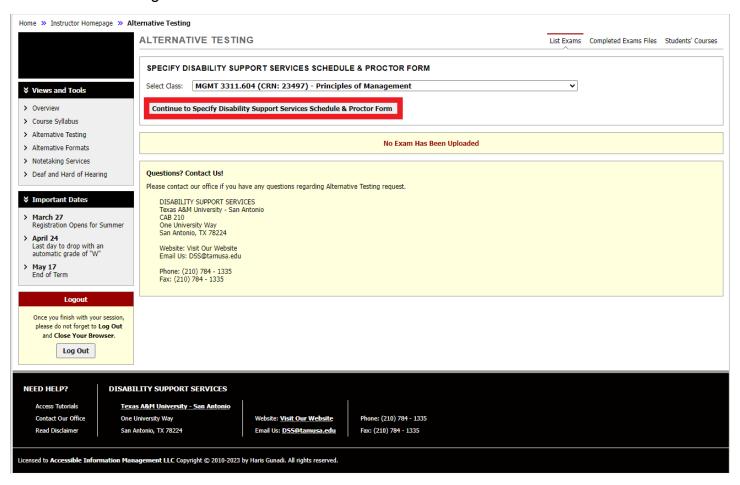
Listed are all students who are in the class with active accommodations. Click View to review FNL (Faculty Notification Letter). Contact DSS with questions concerning the FNL.



3. If a student has a "Yes" under Test, a "Disability Support Services Schedule & Proctor Form" will need to be completed. Note: This will replace the Proctor form that was completed before each exam. Unless something changes, this form will only need to be completed once. Select Alternative Testing.



 Select Continue to Specify Disability Support Services Schedule & Proctor Form. If the instructor teaches multiple courses, be sure to select the correct class. A proctor form will need to be filled out for each class taught.



5. Review the description and instructions. Complete the form. There are spaces provided for additional notes and comments.



Questions include the following:

- What materials are students allowed to use on the exam (this question applies to all students).
- Allow Start Time Flexibility (students may have classes before or after a class period. We request flexibility to ensure additional test time accommodations are met.)
- How the exam will be sent to DSS
- 4. How the exam will be returned to the instructor
- 5. Format of the exam
- 6. Online exam information (if it is not applicable, select n/a)
- 7. List of Exam Dates and Start Times (if changes are needed after form is submitted, an updated form will be needed).
- 8. Additional break time information
- 9. Exam Lengths please specify regular class exam length without time accommodations for each type of exam given. If an exam type is not listed, please contact DSS.
- 10. Instructor Phone Number This will only be used if an issue occurs during the exam.
- 6. Select Submit Disability Support Services Schedule & Proctor Form when the form is completed.
- 7. If changes need to be made to the Proctor form, select **Alternative Testing** under *Views and Tools*. Choose the correct course and select **View**. Make the necessary changes and then select **Update Disability Support Services & Proctor Form**.

