

DSPS Alternative Testing

Please review the steps below to familiarize yourself with how to process Alternative Testing Accommodations using the DSPS Faculty Portal (AIM).

Accessing the Alternative Testing Agreement (choose one of two ways):

1. Access from Faculty Notification Letter

If the student has requested Alternative Testing Accommodations for your course, the Faculty Notification Letter sent to your Cuesta email address will contain a link to the [Alternative Testing Agreement](#) form included in a red outlined box.



Disabled Student Programs & Services

Tuesday, July 06, 2021

Dear Faculty,

This letter is to inform you that **Bugs Bunny**, a student enrolled in your Summer 2021 - ANIM 010.1 - ANIMATION IN ACTION (CRN: 00010) course, has a documented disability on file with Disabled Student Programs and Services (DSPS) and has requested accommodations in your course.

1. **Testing Accommodations**
 - o *Extended Time 1.50x*
 - o *Text to speech*Service provided by DSPS

If the student has requested Exam Accommodations, you will need to complete the Alternative Testing Agreement. The Agreement can be accessed by logging into your [DSPS Faculty Portal \(AIM\)](#). Alternatively, you can click on the link below to complete the Alternative Testing Agreement.
<https://cascade.accessiblelearning.com/Cuesta/ContractInstructor.aspx?ID=13278&CID=87093&Key=v1E25Hi>

2. Access from DSPS Faculty Portal (AIM)

- Select **"Faculty Login"** from the Online Services homepage (requires authentication using your *myCuesta* login credentials)

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

			
Student or Staff Sign In	New Student Application	Sign Up as Notetaker	Faculty Login

- Review important reminders and click **"Continue to View Student Accommodations"** to

proceed.

INSTRUCTOR AUTHENTICATION PAGE

Username: **elmerfudd**

REMINDERS

Please read the following before you continue:

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.

Reminders:

- 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

Select **“Alternative Testing”** on the left side under **“Views and Tools”**. In the first section, **“Specify Alternative Testing Agreement”**, select the class, then click **“Continue to Specify Alternative Testing Agreement”**.

Home » Instructor Homepage » Alternative Testing

Login As Feature	ALTERNATIVE TESTING	List Exams
Return to Staff		
Views and Tools	SPECIFY ALTERNATIVE TESTING AGREEMENT	
> Overview	Select Class: ANIM 010.1 (SLN: 00010) - Animation in Action 2	
> Course Syllabus	Continue to Specify Alternative Testing Agreement 3	
> Alternative Testing 1		
Logout	PROCTORING YOUR OWN EXAM	
Once you finish with your session, please do not forget to Log Out	Please ensure that the student will receive all authorized exam accommodations.	
	Select Class: ANIM 010.1 (SLN: 00010) - Animation in Action Type: Select One	

Completing the Alternative Testing Agreement:

1. Use the Testing Agreement to specify exam parameters, such as how to contact you during the exam if clarification is needed.
2. **Enter your exam dates one by one, selecting “Add Date” after each entry to confirm.** Keep in mind that DSPS may need to process student exam requests even if they do not coincide with the dates and times of exams proctored by you. To save the Agreement, click **“Submit Alternative Testing Agreement”**.

Note: You have the opportunity to [provide exam instructions](#) *after a student has requested an exam.*

Specify Dates

Request Type *.:

Date *.: 

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Standard Length of Exam in Minutes (Without Extra Time) *.:

Note:

Add Additional Date

Additional Information

Instructor Phone Number:

Hint: Enter 10-digit number only.

Additional Note:

Note: *Once completed, the Agreement will be applied to all of the students in that section registered for testing accommodations.*

3. After clicking submit you will see a green confirmation check mark at the top of your screen. If there are any issues with your submission you will instead see a warning triangle prompting you to review your entries.

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

Editing the Testing Agreement

To edit an Alternative Testing Agreement at a later time, return to “**Alternative Testing**” under “**Views and Tools**” and locate the “**List Alternative Testing Agreement**” section. Select the class you wish to edit and select “**View**”. If you simply wish to copy an agreement to a different section of your class (example: History 111 section 1 & 2 have the same tests), choose the class you want to copy an agreement to and select “**Copy**”.

LIST ALTERNATIVE TESTING AGREEMENT

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

Note: The Alternative Testing Agreement must be completed at least two business days prior to a student’s first scheduled test at the Test Center. Students will not be able to test at the Testing Center without a submitted agreement.

Uploading your exam(s) and adding exam instructions:

Uploading exams

- Once a student requests an exam in AIM, you will receive an email with a link to upload an exam.

Status: **Approved**

Student: **Daisy Duck** (School ID: **999000999**)

Class: **ANIMATION 000.1 - Disney**

Campus Location: **San Luis Obispo Campus**

Exam Type: **Quiz**

Date: **Wednesday, June 08, 2022**

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. You will also have the opportunity to specify supplemental materials allowed for this exam.

Please Note: To ensure your exam instructions are applied to all DSPS students, [follow these instructions](#).

Upload Exam or Exam Instruction (or copy and paste the following link to your browser:

<https://sierra.accessiblelearning.com/Cuesta/ExamFile.aspx?ID=E60828182012549&Key=JxdQLV0I>).

Home

Online Services Home

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **ANIM 010.1 - ANIMATION IN ACTION (CRN: 00010)**

Exam File Note (Optional):

Same Exams for Everyone: **No**
Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: **No file chosen**

Note: If you are unable to locate the email with the link to upload your exam, please log into the DSPS Faculty Portal and navigate to Alternative Testing under Views and Tools on the left navigation menu to locate student exam requests along with the option to **“Upload Files to Exams”**.

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing**

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

Hint: If you need to make any changes, please select the following Alternative Testing Agreements and click View. If you would like to make a copy of your Alternative Testing Agreement to another course, please use the following function to select your source Alternative Testing Agreement and your other course.

Select:

Copy to:

STEP 1 - SELECT ACTION

Available Tools: 

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type
<input checked="" type="checkbox"/>	ANIMATION	000	1	Snow White	Quiz

STEP 3 - CONFIRMATION

Adding exam instructions

You have the opportunity to provide exam-specific instructions **after a student has requested an exam**.

Note: If you would like *to enter exam instructions for more than one student at a time*, please log into the DSPS Faculty Portal and navigate to Alternative Testing under Views and Tools on the left navigation menu to locate student exam requests and select “Specify Exam Instruction” from the “Available Tools” dropdown.

STEP 1 - SELECT ACTION

Available Tools: **Specify Exam Instructions** ▼

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	ANIMATION	000	1	Daisy Duck	Quiz	06/08/2022	01:00 PM	Approved - View Detail
<input checked="" type="checkbox"/>	ANIMATION	000	1	Bugs Bunny	Quiz	06/08/2022	01:00 PM	Approved - View Detail

Alternatively, when you receive the student exam request notification you may use the link included in the message and select “Exam Instruction” to indicate what materials students are allowed to use as part of the exam.

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

ANIMATION 000.1 - DISNEY (CRN: 00009)

Use this form if the supplemental materials listed in the Alternative Testing Agreement vary between exams.

Additional Exam Instructions

1. Supplemental materials are allowed for this exam (if yes, please list below) *****

Yes

No

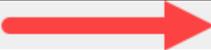
Additional Note or Comment

Submit Exam Instruction

Back to Previous Page

Making changes/edits:

If you have submitted an Agreement and need to add or modify dates, return to “Alternative Testing” under “Views and Tools” and locate the “List Alternative Testing Agreement” section. Select the class you wish to edit and select “View” to navigate to the “Specify Dates” section.

Type	Date	Length	Notes	Modify	Delete
Final	01/19/2022	7 Minutes		Modify	Delete
Final	01/28/2022	5 Minutes		Modify	Delete
Quiz	02/24/2022	6 Minutes		Modify	Delete

Specify Dates

Request Type *:

Date *: 
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Standard Length of Exam in Minutes (Without Extra Time) *:

Note:

Add Additional Date

If you previously selected “I will Proctor my Own Exams” and later learn about a student’s need to have their exams proctored by DSPS, please access the Alternative Testing section in your Faculty Portal and locate the entry under “Exams Proctored by Instructor”. Select “Cancel” for the class which you will allow exams to be proctored by DSPS. Please ensure to specify a Testing Agreement for the class after the change is completed.

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- FAKE 1.2 - Faking it [Action: [Cancel](#)]

If you have any questions concerning the DSPS Instructor Portal (AIM) or the Alternative Testing Agreement, contact us at alttest@cuesta.edu.