

Completing a Alternative Testing Agreement

A testing agreement is an agreement between the student(s) and the instructor, specifying details of all exams associated with each class.

The testing agreement should be completed prior to the student(s) submitting an exam request. If we have not received the agreement form before the first exam of the semester, SSD will be required to provide the student their exam with the information provided by the student.

When you receive a Faculty Notification letter via email, the link to the Alternative Testing Agreement Form is located inside a rectangular red box in the email.

****Note**** This agreement link will only appear if the student is eligible for alternative testing.

Please Complete the Alternative Testing Agreement at this Link: [Alternative Testing Agreement](#) (or copy and paste the following link to your browser: <https://elbert.accessiblelearning.com/FresnoState/TestingAgreement.aspx?ID=10560&CID=83403&Key=70cOpCQK>)

Click on the 'Alternative Testing Agreement' link or copy and paste the link into your browser.

The page will provide the name of the course in which you will be filling out the Testing Agreement for and instructions for the form.

Home

> Online Services Home

Logout

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

Log Out

ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR

Class: **INTRO 005.001 - Intro To Hiking (CRN: X005)**

ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Type: **Alternative Testing Agreement Form**



Services for Students with Disabilities

A testing agreement is an agreement between the student and the instructor, specifying the details of all exams associated with each class.

The testing agreement should be completed prior to the student(s) submitting an exam request. If we have not received the agreement form before the first exam of the semester, SSD will be required to provide the student their exam with the information provided by the student.

FACULTY / STAFF INSTRUCTION

In order to provide a testing experience equivalent to that provided in the classroom environment, please complete this form and provide us with the following information:

- Allotted Classroom Exam Time
- If Notes/Open Book are allowed for the exam(s)
- Any additional resources (i.e.: calculator, formula sheet, etc.)
- Any additional information needed for the exam(s)

The SSD office requests that you please upload your exams prior to the exam date. Many SSD students are accommodated with text-to-speech software, which utilizes digital accessible material. The process of providing the exam in an accessible format can be time-consuming and may delay the student from starting the exam on time. If you provide a printed copy of the exam, please have it prepared 48 hours in advance of the exam date for pickup or delivery. Faculty members are responsible for ensuring that all course materials are accessible to all students. Faculty members are encouraged to learn how to create accessible materials by utilizing the resources and assistance provided by the Center for Faculty Excellence <http://www.fresnostate.edu/academics/cfe/>

If there is any type of software needed for course exams, please indicate the software required and instructions on how to obtain the software on our computers.

Please direct all questions, comments, or concerns to the SSD Testing Email: at ssdtesting@mail.fresnostate.edu.

The form asks the following questions:

What resources, if at all, are students allowed to use for QUIZZES?

What resources, if at all, are students allowed to use for EXAMS?

What resources, if at all, are students allowed to use for FINAL EXAMS?

Can students take the completed exam home? (professors have allowed this in the past)

How would you like the completed exam returned?

Is there any additional information/instructions you would like us to know?

What is the REGULAR CLASS EXAM length (without extended time accommodations)

Once you have completed this Testing Agreement form, click "Submit Alternative Testing Agreement". The green circle with the white check mark will let you know the agreement was successfully submitted. You will also receive an email notification indication it was completed. A green circle with a checkmark will appear to show it was successfully submitted.

ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR



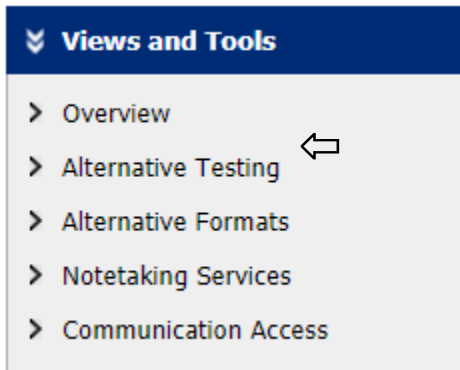
ALTERNATIVE TESTING AGREEMENT SUCCESSFULLY SUBMITTED

Thank you for submitting the alternative testing agreement.

If you are **TEACHING MULTIPLE SECTIONS** of this course and have students receiving testing accommodations in more than one section, please email us at ssdtesting@mail.fresnostate.edu. We will copy your alternative testing agreement to other sections.

Modify an Alternative Testing Agreement

Go to the [mySSD Faculty portal](#). In the left hand column 'Views and Tools', click on 'Alternative Testing'.



Select the course in which you would like to modify the agreement form for and click 'View'. Once it is updated, click 'Update Alternative Testing Agreement'.

ALTERNATIVE TESTING

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: