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.

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.
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.
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: [Select One]  
Copy to:  
View  
Copy