Alternative Testing

Alternative Testing Agreements

Alternative Testing Agreements can be completed, edited, and copied to other courses within the Alternative Testing module in the Instructor Portal in STARS. Alternative Testing Agreements allow the instructor to inform students' alternative testing locations of how the exams should be proctored. Only one agreement needs to be completed per class per semester and should be completed as soon as possible after a letter of accommodation is received.

How to Submit an Alternative Testing Agreement

- Select the link in the accommodation letter to complete the Alternative Testing Agreement or log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Alternative Testing Module using the Home menu on the left-hand side of the page.
- Under Alternative Testing Agreement, select the link for Courses without Alternative Testing Agreement.

- Scroll down and find the course in which the agreement needs to be completed and select Specify Alternative Testing Agreement.

- Answer the questions on the agreement to the best of your ability and select Submit and Continue to Specify Exam Dates. The Office of Accessibility recognizes that some questions may not be applicable to your course.

- Enter exam information under Exam Detail and select Save Exam Date. Specify the dates of each exam for the student(s). Continue to enter exam dates as scheduled for the semester and Save Exam Date after each.

EXAM DETAIL

Type * :

Select One ▾

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2024).

mm/dd/yyyy 🗓

Time: ⊚

Select ▾ Select ▾

Standard Length Of Exam (In Minutes) * :

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Additional Note For Staff: ⊚

How to Edit an Alternative Testing Agreement

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Alternative Testing Module using the Home menu on the left-hand side of the page.
- Select Alternative Testing Agreement, from the options on the top, right-hand side of the page.

UPCOMING EXAMS   COMPLETED FILES   **ALTERNATIVE TESTING AGREEMENT**   LIST STUDENTS   ALL EXAMS

- Select the course for which you are editing the agreement and select View/Modify Alternative Testing Agreement.

TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)

Status: **View/Modify Alternative Testing Agreement**

Summary:

- Number of Students Requesting Alternative Testing: **1**.
- Total Exams Scheduled: **3**.

- This will allow you to view the existing agreement and make any changes needed. Once a change is made, select Update and View Exam Dates at the bottom of the page, to ensure the changes are effective.

How to Copy an Alternative Testing Agreement to Another Course

- Log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Alternative Testing Module using the Home menu on the left-hand side of the page.
- Select Alternative Testing Agreement, from the options on the top, right-hand side of the page.

UPCOMING EXAMS   COMPLETED FILES   **ALTERNATIVE TESTING AGREEMENT**   LIST STUDENTS   ALL EXAMS

- Select the course for which you want to copy the agreement and select View/Modify Alternative Testing Agreement.

TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)

Status: **View/Modify Alternative Testing Agreement**
Summary:

- Number of Students Requesting Alternative Testing: **1**.
- Total Exams Scheduled: **3**.

- Once the testing agreement opens, select Copy Alternative Testing Agreement.

TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)

ALTERNATIVE TESTING AGREEMENT   **LIST EXAM DATES**   **COPY ALTERNATIVE TESTING AGREEMENT**

- Select the course in which to copy the agreement and select continue to copy the agreement.

COPY ALTERNATIVE TESTING AGREEMENT TO

Select Course:

Select One

Upcoming Exams

Instructors can view upcoming exams that students have scheduled to take in an alternative testing location in the Alternative Testing module through the Instructor Portal in STARS. Instructors can view the details of each testing appointment and upload exams for testing appointments using the Alternative Testing Module.

The list of upcoming exams scheduled by students will appear on the Alternative Testing module page. From this view, you will be able to view the general details of each request, like date, time, and student, as well as if the student's alternative testing location has approved the testing request.

	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Campus	Late
☐	Approved	Detail	3138574	CHEM	153	001		Test	03/17/2025	02:00 PM - 03:30 PM (90)	Testing Center	
☐	Approved	Detail	3138573	CHEM	153	002		Test	03/18/2025	10:45 AM - 12:38 PM (113)	Testing Center	
☐	Approved	Detail	3138574	CHEM	153	001		Test	04/28/2025	02:00 PM - 03:30 PM (90)	Testing Center	
☐	Approved	Detail	3138573	CHEM	153	002		Test	04/29/2025	10:45 AM - 12:38 PM (113)	Testing Center	
☐	Approved	Detail	3138574	CHEM	153	001		Final	05/07/2025	01:30 PM - 04:30 PM (180)	Testing Center	
☐	Approved	Detail	3138573	CHEM	153	002		Final	05/08/2025	12:15 PM - 03:15 PM (180)	Testing Center	

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How to View Details of an Upcoming Exam

- Select the link in the accommodation letter to complete the Alternative Testing Agreement or log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Alternative Testing Module using the Home menu on the left-hand side of the page.
- Select Detail in the Detail column beside the upcoming exam. A pop up will appear with details of the exam and the students approved accommodations.

EXAM DETAIL: CHEM 153.001 (CRN: 3138574)

Course:
CHEM 153.001 - PRINCIPLES OF CHEMISTRY II (CRN: 3138574)

Exam Type:
Test

Date:
Monday, March 17, 2025

Time:
02:00 PM

Approved Accommodations:
- **50% Time Extension (CC)**
- **Testing in Distraction Reduced Space (CC)**

How to Upload an Exam

When a student enters an exam request into STARS, faculty will receive an email confirmation of the appointment. There are multiple ways to upload an exam to STARS.

- Select Upload Exam or the link in the email to proceed with uploading the exam to STARS. Verify that the class and exam information is correct before proceeding, when STARS opens. Instructors have the option to Log into the Instructor Portal or Upload Exam for This Student.

Instructor Portal

- Select the link in the accommodation letter to complete the Alternative Testing Agreement or log into STARS and review the FERPA agreement before continuing to view accommodations.
- Navigate to the Alternative Testing Module using the Home menu on the left-hand side of the page.
- Scroll down to Upcoming Exams Scheduled and select the checkbox beside the exam request, for which you are uploading an exam.

- After selecting the checkbox, scroll to Step 2 to select the exam, enter title and upload the file to STARS.

Upload Exam for This Student

- Select the file for the exam, enter the title and upload the file to STARS.

MATH 154.001 - TECHNICAL ALGEBRA AND TRIGONOMETRY 2 (CRN: 3139580)

UPLOAD EXAM FILE　∧

File Title * :

Select File * : ⑦

Choose File　No file chosen

UPLOAD FILE　>