

HOW-TO GUIDE for Knights Access Instructor: Alternative Testing: Proctor Information & Exam Requests

I. Log In & Navigate to Alternative Testing

1. To log into **Knights Access Instructor**, visit the Student Accessibility Services website:
<http://sas.sdes.ucf.edu/>

Select the icon on the right side of the page which reads *Knights Access Instructor* as shown in Figure 1.



Figure 1: Logo for Knights Access Instructor

Sign in using your **NID** and **NID password**.

2. The *Reminders* will appear every time you sign in. Select ***Continue to View Student Accommodations***
3. From the *Views and Tools* menu on the left side of the page, select ***Alternative Testing***

On the ***Alternative Testing*** page, you can review:

- List of upcoming Exam Requests submitted by students
- Alternative Testing Contracts - the information SAS will use to proctor exams on your behalf.

Please Note:

Student Accessibility Services (SAS) is not able to change the name of this form [Alternative Testing Contract].

II. Provide Proctor Information (Alternative Testing Contract)

1. To provide or review proctor information, navigate to the Alternative Testing Contract. The courses are listed below one the following headings:
 - *List Class(es) with Alternative Testing as Accommodation* – Proctor information has **not** yet been provided to SAS.
 - *LIST OF ALTERNATIVE TESTING CONTRACTS* – Proctor information has been submitted. Please make changes if needed or contact SAS at SAStesting@ucf.edu. We are able to make the changes on your behalf if you prefer.
2. To provide proctor information, please select Alternative Testing on the left under home and select *Exam Proctoring Information* as shown in Figure 2.



Figure 2: Screen capture of Alternative Testing page.

3. Complete the Alternative Testing Contract form.
 - Please review the information provided about testing accommodations at UCF and let us know if you have any questions when completing the Testing Contract form.
 - The form contains 8 questions. Providing this information is essential for SAS to properly proctor the exam.

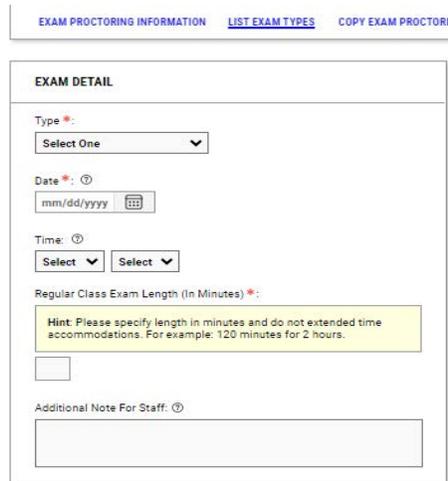


Figure 3: You will be able to enter **all** exams, quizzes, and final exam date/time for the entire semester and the time allotted for each

- As shown in Figure 3, you will be asked for the regular time limit for each type of exam offered in the course. Please **specify the time limit (in minutes) the class will receive** for each exam type. SAS may extend this time limit if applicable for the student.
- If any changes are made after submitting this Exam Proctoring Information, you are welcome to make changes by signing into the Knights Access Instructor Portal or you can call SAS or email the changes to SAStesting@ucf.edu.

III. Review Exam Requests

1. To review exam requests, select the **Students' Courses** tab in the upper right-hand corner of the Alternative Testing page, as shown in Figure 4.



Figure 4: Screen shot on Alternative Testing page. Options: List Exams, Students' Courses

2. On the *Students' Courses* tab, information is organized by class. For each class, you can view:

- Students who have requested Alternative Testing accommodations
- List of Exam Requests

3. As shown in Figure 5 (on page 5), the following information is available on the *Students' Courses* tab.

- **Student Name**
- **Type** - Types of exams: Test / Exam, Midterm, Quiz, Final, "Pop" Quiz
 - The time limit will be determined by both the information you include in the Testing Contract for this type of exam and by the student's extended time accommodation (if applicable)
- **Date** – date the student has requested to take this exam
 - Please notify SAS if this date is not appropriate
- **Time** – the time the student has requested to begin the exam
 - Please notify SAS know if this time is not appropriate
- **Status**
 - Approved – student is expected to arrive on the date and time listed
 - No Show – date or time has passed and student did not come to SAS
 - Reschedule – this can mean one of two things:

The student has requested to start at a different time than the class, and SAS needs the student to provide confirmation that this is approved or the student will need to reschedule the exam.

– OR –

SAS has been notified that the date is not appropriate. SAS is awaiting the student's response regarding the need to reschedule the exam request.
 - Cancelled – student cancelled request or request cancelled due to unreasonable / insufficient lead time.

NOTE: Exam Requests are due at least 5 business days in advance of the exam. If a student submits a LATE Exam Request, SAS and/or the professor may not have sufficient time to process the request. If this is the case, the exam request will be cancelled.

Student Name	Type	Date	Time	Status
Customer Support	Test / Exam	03/03/2016	01:30 PM	No Show
Harry Potter	Midterm	03/08/2016	03:10 PM	Approved - Upload Exam

Figure 5: Screen capture of the List of Exam Requests on the Students' Courses tab. Column headers: Student Name, Type [of exam], Date, Time, Status. In the status column, Upload Exam is an option if SAS does not yet have the exam for this request.

- If you prefer to upload the exam to Knights Access Instructor, you can do so by selecting *Upload Exam*. You will have the option to include notes specific to this exam.

Questions? Call us at 407-823-2371
Email SAStesting@ucf.edu