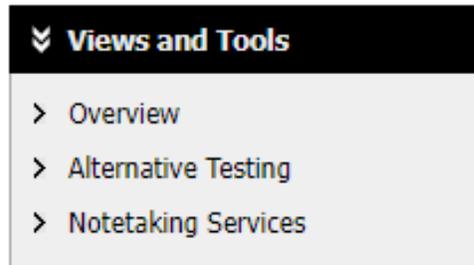# Northwestern | AccessibleNU

Completing a Testing Services Proctoring Agreement in the ANU Faculty Portal

1. **Sign in to the ANU Faculty Portal and click the "Continue to View Student Accommodations" button**
   - The ANU Faculty Portal can be accessed from the [AccessibleNU homepage](#)

2. **Select "Alternative Testing" in the "Views and Tools" box on the left side of the page**

3. **If Testing Services will be proctoring one of your student's exams:**
   - In the first prompt on the page under the "Specify Testing Services Proctoring Agreement" box, select the course you want to complete the Proctoring Agreement for from the drop-down menu.
   - Click the "Continue to Specify Testing Services Proctoring Agreement" button
   - Answer questions #1 – 5, provide exam lengths without extended time accommodations, and add the instructor phone number to be reached at by Testing Services staff as needed.
   - Click the "Submit Testing Services Proctoring Agreement" button.

4. **If you are proctoring your own exam or your class does not have exams:**
   - Disregard the first prompt under the "Specify Testing Services Proctoring Agreement" box. In the second prompt on the page under the "Proctoring Your Own Exam" box, select the relevant course in the "Select Class:" drop-down menu.
   - In the "Type:" box, select "I Will Proctor My Own Exam" or "My Class Has No Exam."
   - Click the "Confirm" button.

5. **If you need to make any changes or updates to the Proctoring Agreement after you've submitted it, please email testing@northwestern.edu the new information so Testing Services can make the changes or updates needed.**