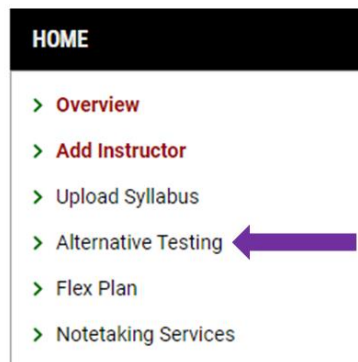


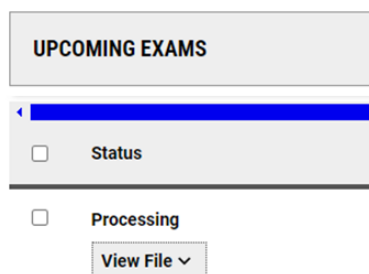
Reviewing and Approving Exam Appointment Requests in the ANU Faculty Portal

Notes:

- This guide shows how to provide instructor approval or request rescheduling for student exam appointments that will take place at Testing Services using the ANU Faculty Portal.
 - The “Approval Method” indicated on your Testing Services Proctoring Agreement impacts how many student exam appointment requests require Instructor Approval. [See Approval Method Notes below.](#)
 - The [“Completing a Testing Services Proctoring Agreement” guide](#) shows the steps to complete a Testing Services Proctoring Agreement if you have not already done so.
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. Click “Alternative Testing” in the “Home” box on the left side of the page.



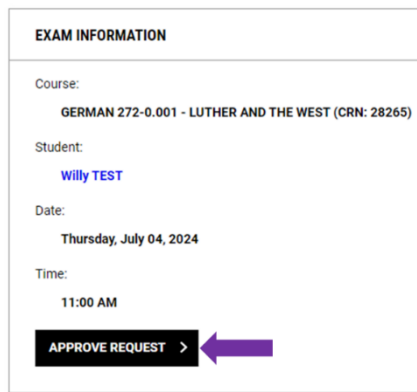
3. Scroll down to the “Upcoming Exams” section of the Alternative Testing module. Each student exam appointment request will be shown in this list with the “Status” of their request.
 - [See Exam Status Notes below](#) for a description of each status.



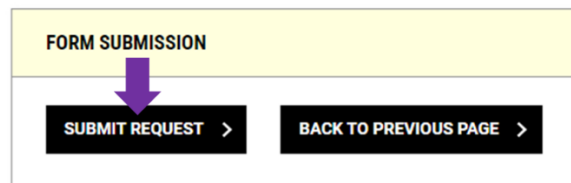
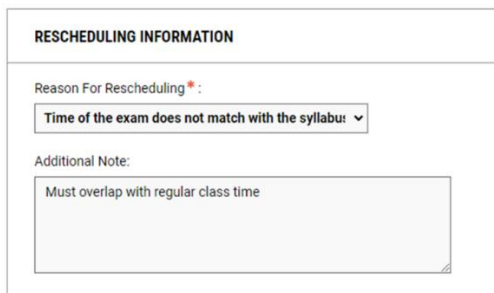
- Click “Instructor Approval Required” to review any exam appointment that does not match your Testing Services Proctoring Agreement.



- You will see the date and time the student has requested to take the exam in the “Exam Information” box.
- If you approve the student to take the exam as requested, click “Approve Request.”
 - The exam status will move to “Processing,” and Testing Services Staff will review and finalize the appointment.



- If you do not approve the student to take the exam as requested:
 - Choose a “Reason for Rescheduling” in the “Rescheduling Information” box.
 - Add an “Additional Note” about when the test should take place.
 - Click “Submit Request.”
 - The exam status will move to “Rescheduling Requested.”
 - Testing Services will use your notes to work with the student to reschedule the exam for an appropriate date and time.



Exam Status Notes:

- You may see one of 4 statuses linked to each exam appointment request.

Status	Definition	Follow Up
Approved	The exam appointment has been finalized by Testing Services Staff.	None.
Processing	The exam appointment matches the Testing Services Proctoring Agreement or has received Instructor Approval.	Testing Services will review and finalize the appointment. No instructor action needed.
Rescheduling Requested	The instructor has indicated that the exam appointment is not allowable.	Testing Services will contact the student (and instructor as needed) to reschedule and approve the exam appointment.
Instructor Approval Required	The exam request does not match the Testing Services Proctoring Agreement	Instructor needs to review and approve or request rescheduling for the appointment. See steps 4-7.

Approval Method Notes

- The ANU Faculty Portal now includes an additional level of instructor approval for all exam appointments based on the flexibility with which you allow students to schedule exams.
- The “Approval Method” dropdown menu allows instructors to decide their level of involvement in approving student exam appointment requests.
 - Choose “Approve if Scheduled on the Specified Date and Time” if you would like to receive an email and request for approval if a student appointment is requested for a date and time that do not exactly match your Proctoring Agreement.
 - Choose “Approve if Scheduled on the Specified Date” if you would like to receive an email request for approval if the student appointment is requested for a different date than specified in your Proctoring Agreement.
 - Choose “Approve if Scheduled on Any Date” if you would not like to receive any approval request emails for student exam appointments.
- In all cases, Testing Services Staff will ensure that student exam appointment requests align to your Proctoring Agreement and Testing Services’ proctoring hours and available seating.
- Please include notes about scheduling flexibility and considerations in the “Additional Notes for Staff” box to allow Testing Services to approve exam appointments on your behalf.

Please email testing@northwestern.edu for assistance or with any questions regarding Testing Services Exam Appointment Approval in the ANU Faculty Portal.