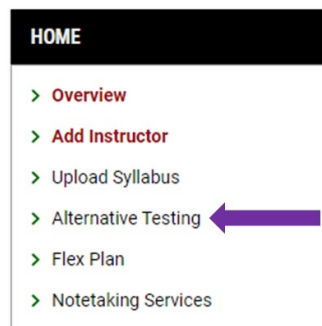


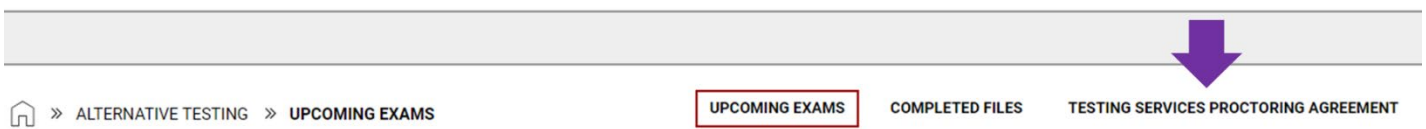
Completing a Testing Services Proctoring Agreement Guide

Notes:

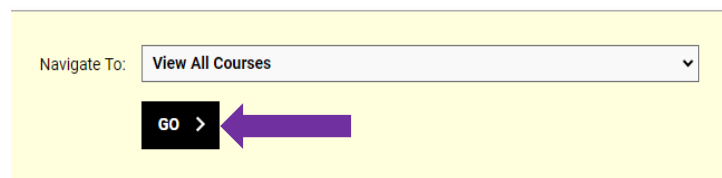
- Instructors must complete a Testing Services Proctoring Agreement if Testing Services will proctor any accommodated exams for their course section.
 - Complete the Testing Services Proctoring Agreement one time per course section per quarter.
 - The Testing Services Proctoring Agreement will apply to all students with AccessibleNU-approved test accommodations in the course section.
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 [Testing Services homepage](#).
 2. Click “Alternative Testing” in the “Home” box on the left side of the page.



3. Click “Testing Services Proctoring Agreement” at the top of the page.



4. In the “Navigate To:” box, select “View All Courses” and click “Go.”



Northwestern | STUDENT AFFAIRS

Testing Services

5. Click “Specify Testing Services Proctoring Agreement” for the applicable course.

DEMO 101.1 - Testing Services Demo (CRN: 00006)

Status: Not Specified - [Specify Testing Services Proctoring Agreement](#) ←

Summary:

- Number of Students Requesting Alternative Testing: 1.

6. In the “Available Options For [COURSE]” box:

- Select the “Exam Management Method” that is appropriate for your course from the dropdown menu.
 - If Testing Services will proctor at least 1 exam for at least 1 student, choose “Testing Services Will Proctor Exams.”
 - Select “Confirm to Proceed” from the “Confirm Task” dropdown menu.
 - Click “Submit Your Selection.”

AVAILABLE OPTIONS FOR DEMO 101.2

Exam Management Method: ⓘ

Testing Services Will Proctor Exams ▾

Confirm Task *: ▾

Confirm to Proceed ▾

FORM SUBMISSION

SUBMIT YOUR SELECTION > ←

7. Answer the “List of Questions” on the Testing Services Proctoring Agreement – Details page.

- The details provided will apply to all tests proctored at the Testing Services office for the quarter unless otherwise specified.
- Provide your phone number in the “Contact Information” box.

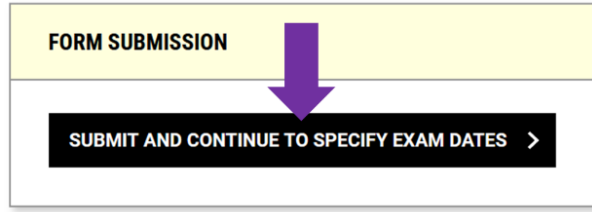
8. Share the details of the first exam in your course.

- In the “Exam Detail” box, indicate the exam “Type” by clicking Quiz, Midterm, or Final.
- Select an “Approval Method.” [See Approval Method notes below.](#)
- Enter the “Date” and “Time” of the exam.
- For “Standard Length of Exam (In Minutes),” indicate the base length of the exam without extended time.
- Add notes about scheduling flexibility or specific exam details in the “Additional Notes for Staff” box.

Northwestern | STUDENT AFFAIRS

Testing Services

9. Click “Submit and Continue to Specify Exam Dates” to save your information and move on.



10. Complete the Exam Detail page for each test that Testing Services will proctor.

- See Step 8 for more information on entering exam details.

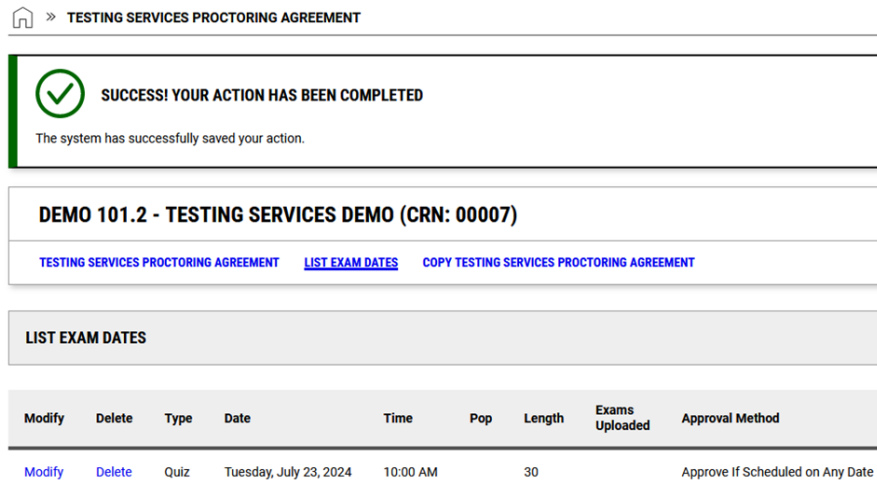
11. If you are ready to upload an exam file, you may do so on this page.

- You may upload exam files at a later date from the Upcoming Exams page of the Alternative Testing module.

12. Click “Save Exam Date.”



13. At the top of the page, you will see your new entry in the “List Exam Dates” section.



» TESTING SERVICES PROCTORING AGREEMENT

 **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**
The system has successfully saved your action.

DEMO 101.2 - TESTING SERVICES DEMO (CRN: 00007)

[TESTING SERVICES PROCTORING AGREEMENT](#) [LIST EXAM DATES](#) [COPY TESTING SERVICES PROCTORING AGREEMENT](#)

LIST EXAM DATES

Modify	Delete	Type	Date	Time	Pop	Length	Exams Uploaded	Approval Method
Modify	Delete	Quiz	Tuesday, July 23, 2024	10:00 AM		30		Approve If Scheduled on Any Date

14. Repeat Steps 10-13 for each exam date Testing Services will proctor for the quarter.

Northwestern | STUDENT AFFAIRS

Testing Services

Approval Method Notes

- The ANU Faculty Portal includes details about 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 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.

Changing or Updating your Proctoring Agreement

- You may add or change details in your Proctoring Agreement at any time during the quarter.
 - Follow steps 1-3 to locate the existing proctoring agreement.
 - Choose “View” to open the proctoring agreement.
 - Add or update details in the “Testing Services Proctoring Agreement” or “List Exam Dates” tabs.

Please see the [Completing Proctoring Agreements video tutorial](#) for additional assistance or email testing@northwestern.edu with any questions.