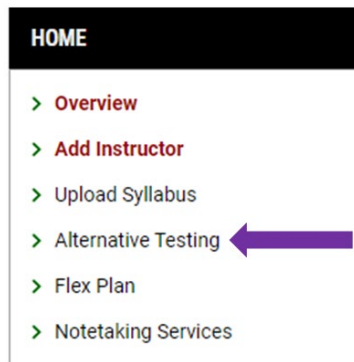
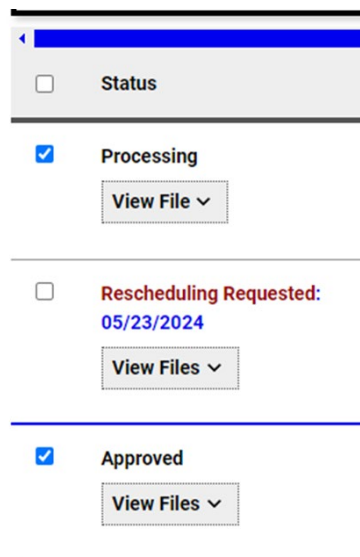


Uploading Exam Files to the ANU Faculty Portal

1. Sign in to the ANU Faculty Portal and click “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. Scroll to the “Upcoming Exams” section of the Alternative Testing” module.
4. Under “Step 1: Select Exams,” select the box to the left of each exam appointment for which you plan to upload an exam file.
 - If multiple students will use the same exam file, select multiple boxes to upload once for all relevant students.



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Testing Services

5. Under “Step 2: Select Available Options,” add a “File Title” and “Select a File” from your computer, then click “Upload File.”
- Include any specific printing instructions or relevant notes in the “File Title” for review by Testing Services Staff.
 - You may upload multiple files per exam by repeating steps 4-6.
 - If you make changes to your exam after uploading, you may upload a new file to the ANU Faculty Portal or email the corrected file to testing@northwestern.edu.

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table below. Any exams uploaded through this method will only apply to the selected exams.

File Title * :

Midterm 1 - Please print double sided

Select File * : ⓘ

Choose File Sample Test 1.docx

UPLOAD FILE >

6. You may view your uploaded files by clicking “View File” under each exam appointment.

☐ Processing

View File ^

- Midterm 1

Uploaded: 06/07/2024

[Delete Exam File](#)

Exam files must be received at least 48 hours in advance of each exam appointment to ensure proctoring by Testing Services.

Please see the [Managing Exam Files video tutorial](#) for additional assistance or email testing@northwestern.edu with questions regarding Testing Services or the ANU Faculty Portal.