

Making Alternative Testing Arrangements

The DR Instructor Portal is designed for instructors to easily view and manage testing accommodation requests for students with disabilities.

Accessing the Portal

To access the instructor portal, visit <http://www.rochester.edu/college/disability/faculty/dr-instructor-portal.html> use your UR net ID and password to log in.

The Instructor Authentication Page is a reminder about confidentiality. Select **Continue to View Student Accommodations**.

Specifying Your Alternative Testing Preferences

Select **Alternative Testing** from the left-hand menu.



Option 1

If you will be proctoring your own exams, or if your class does not have exams, make the appropriate selection and click **Confirm.**

PROCTORING YOUR OWN EXAM

Instructors are welcome to make their own arrangements for testing accommodations.

Please select the appropriate option below ONLY if you do not intend to use Disability Resources for your exam proctoring OR if your course does not have any timed assessments. Guidance for instructors proctoring their own exams is available on the [Disability Resources website](#).

If you would prefer to have Disability Resources proctor your exams please skip this step.

If you have any questions about students' approved accommodations, please don't hesitate to reach out to us.

Select Class: Type: Select One
 I Will Proctor My Own Exams
 My Class Has No Exam

Confirm

Option 2

If you would like Disability Resources to proctor your exams, submit an Alternative Testing Agreement, which provides our office with your proctoring instructions, including the best way to contact you and/or your TA for questions during the exam, standard class time, allowed materials, and other instructions for our proctors.

The Agreement is required for students to test with Disability Resources.

ALTERNATIVE TESTING

List Exams Students' Courses

SPECIFY DISABILITY RESOURCES ALTERNATE TESTING AGREEMENT

Select Class: **BIO 202.000 (SLN: 14738) - MOLECULAR BIOLOGY**

If you need Disability Resources to proctor your exams, [Continue to Specify Disability Resources Alternate Testing Agreement](#)

You only need to submit one Alternative Testing Agreement per course per semester, even if you have multiple students in your course using testing accommodations.

If you've already completed the Agreement by following in the link provided in the notification of accommodations letter, you don't need to complete it again within the online portal.

ALTERNATIVE TESTING List Exams Students' Courses

Class: BIO 202.000 - Molecular Biology (CRN: 14738)

DISABILITY RESOURCES ALTERNATE TESTING AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION
Type: Disability Resources Testing Agreement Fall 2018 This form provides us with information necessary to proctor exams for your students who receive disability accommodations.	Please complete the fields below. If you have any questions, please call our office at 585-276-5075.

Disability Resources Alternate Testing Agreement

- Email address***
- Office phone***
- Office location***
- What is your preferred contact method for questions during an exam?***
- Please list a secondary contact method for questions? (i.e. Name, phone number and/or email of your TA)***
- What is the standard exam location for the non-disabled students?***
- Please list all exam dates, start times, AND amount of time allotted for the class, according to the syllabus.***

Reviewing Your Students' Exam Requests

If you have selected Option 2, you can then use the portal to view a list of exam requests that your students have submitted. Next to each exam request is the option to **Upload Exam**.

ALTERNATIVE TESTING

List Exams Students' Courses

LIST DISABILITY RESOURCES ALTERNATE TESTING AGREEMENT

Hint: If you need to make any changes, please click on the following Disability Resources Alternate Testing Agreements. If you would like to make a copy of your Disability Resources Alternate Testing Agreement to another course, please use the following function to select your source Disability Resources Alternate Testing Agreement and your other course.

Select:

Copy to:

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
AAA	101	01	Princess Aurora	Midterm	08/17/2018	10:00 AM	Approved - Upload Exam

When you upload the exam, you can use the **Same Exams for Everyone** option to indicate if the exam should be used only by that specific student, or for everyone scheduled to take an exam with Disability Resources.

Note: If you receive the message **Unable to Find Courses in Current Term** when you select **Alternative Testing**, it means that students have not yet made any exam requests for your course. Please keep in mind this may change as the semester progresses.

Questions?

We're happy to help! Call (585) 276-5075, email disability@rochester.edu, or come see us in Taylor Hall.