



Testing Agreement FAQ

The Testing Agreement is used by AS&E instructors when they would like to request that the Office of Disability Resources proctor exams on their behalf. Instructors outside of AS&E should contact [their school's assigned access coordinator](#) for guidance on exam accommodations.

Why do I need to fill this out?

The Office of Disability Resources administers thousands of exams and quizzes each semester on behalf of instructors. The Testing Agreement system allows us to organize all these exam details for hundreds of instructors in one place; the forms are used to auto-generate a cover sheet for each exam that our proctors can reference and use to preserve the academic integrity of the exam.

Does the “Proctoring Your Own Exam” section apply to me? I’m administering the exam to students in the standard classroom location, but I want Disability Resources to proctor my accommodated exams.

The “Proctoring Your Own Exam” section of the Testing Agreement is only applicable if you will be making your own arrangements specifically for students who receive disability accommodations. If you would like Disability Resources to proctor your accommodated exams, you may skip this section and go straight to the section entitled “Disability Resources Alternate Testing Agreement.”

My exam instructions change for each midterm. What should I do?

Please include in each applicable section how your instructions will change for each exam. Feel free to contact our office to discuss further.

Do I need to fill this out twice if my course is cross-listed?

No. You can either copy the Agreement to another course in the [DR Instructor Portal](#) or contact our office.

Do I need to fill this out twice if I’m teaching two courses with similar exam instructions?

No. Fill it out for your first course, and then contact our office. We can copy the agreement over to your other course; just make sure to let us know any information that’s specific to the additional course, such as exam dates/times or TA contact information.

How do I know which students have requested exam accommodations?

You can log in to the [DR Instructor Portal](#) anytime to view students' notification of accommodation letters and exam accommodation requests. For more information, please visit the [DR Instructor Portal home page](#).