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 www.rochester.edu/college/disability and click the button on the right-hand side of the page. 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**.

**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.
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 letters, you don’t need to complete it again within the online portal.
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**.

When you upload the exam, you can 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 below message 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.

**ALTERNATIVE TESTING**

**UNABLE TO FIND COURSES IN CURRENT TERM**

Our system is unable to find any course assigned to your profile. If you have any questions or concerns, please do not hesitate to contact our office.

If you have questions or concerns about testing accommodations, please don’t hesitate to ask!

You can reach us

- By emailing disability@rochester.edu
- By calling 585-276-5075
- By visiting Taylor Hall between 8-4:30, M-F

**Questions?**

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