

Alternative Testing Management in the Instructor Portal

Steps for Indicating Exam Preferences

1. Visit <https://www.pcc.edu/disability>
2. Under **Quick Links**, select the **'Log in or get started'** button

Accessible Ed & Disability Resources
Email: aedr@pcc.edu | Phone: 971-722-4341 | Fax: 971-722-4882

On-site and Online

We are here for you!

Visit our [Virtual Lobby](#) Monday through Thursday 10am to 2pm or see our [Contact page](#) for on-site hours.

Equal access is a shared responsibility. It is not achieved through accommodation alone.

Accessible Ed & Disability Resources leads the PCC community to recognize disability as a valued aspect of diversity, embrace access as a matter of social justice, and to promote universal design and inclusive environments.

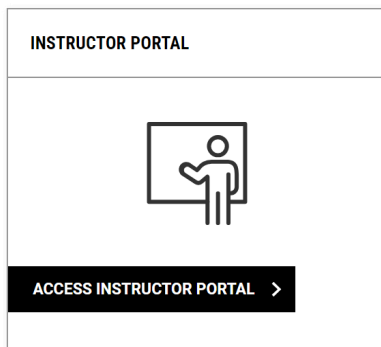
+ [Our Core Values](#)

Quick links

[Log in or get started »](#)

- [Contact us](#) with questions or comments.
- See [our events](#).
- [Guidance for remote participation](#).

3. Select the **'Access Instructor Portal'** button



4. Read through the reminder and click **'Continue to View Student Accommodations'**.

5. Select '**Alternative Testing**' under the **Home** menu on the left side of the screen.
6. Navigate to the **Alternative Testing Agreement** link at the of the page.



7. Scroll down and select '**Specify Alternative Testing Agreement**' for the class you want.
8. Select the appropriate '**Exam Management Method**'
9. Under Confirm Task, select '**Confirm to Proceed**'
10. Select '**Submit your Selection**'
 - a. If you do not need the testing center, you are done.
 - b. If the testing center is needed, proceed with step 11.
11. Answer the questions in the Course Information section. This information will not be viewable by students
12. Select '**Submit and Continue to Specify Exam Dates**'
13. Under Exam Detail, specify the type, date, and for the first exam/quiz. Please note: this should be the information for the class exams listed in the syllabus. Accommodations will be applied automatically when students submit requests.
14. If you have the exam file ready, you can upload it now, otherwise, you may come back and upload it later.
15. Select '**Save Exam Date**'
16. Follow steps 13-15 for all remaining exams/quizzes in the class

Modifying an Existing Testing Agreement

1. Complete steps 1-6 above.
2. Scroll down and select '**View/Modify Alternative Testing Agreement**' for the class you want.

DIS 101.123 - INTRO TO DISABILITY STUDIES (CRN: 10000)

Status: [View/Modify Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: **2**.
- Total Exams Scheduled: **3 (Upcoming: 1)**.

List Exam Dates:

Please contact aedr@pcc.edu with any additional questions. We are happy to help!