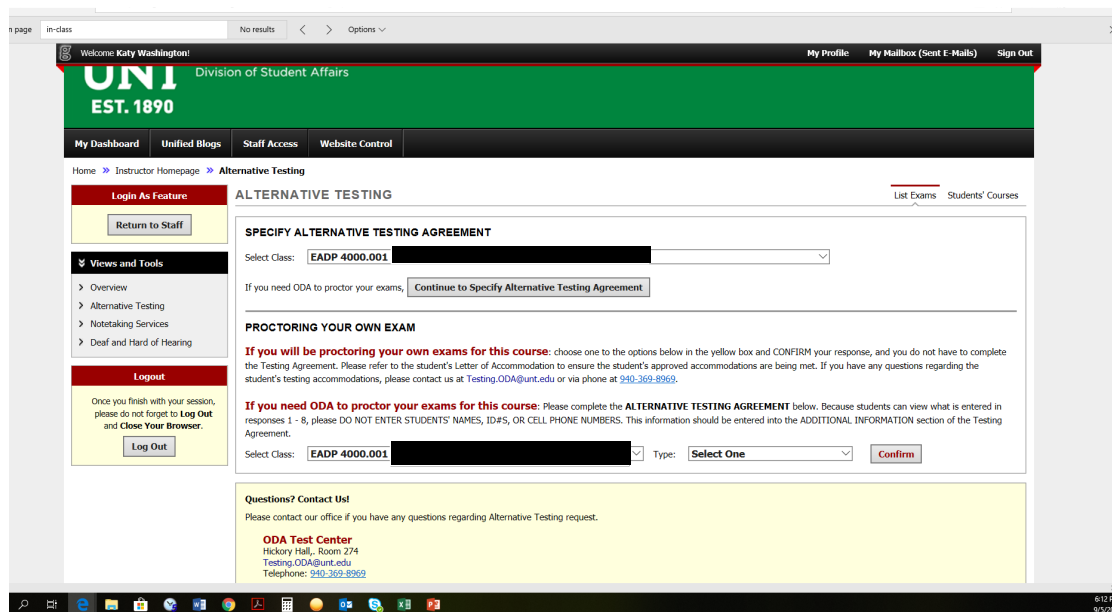


# Guidance for Completing the NEW ODA Testing Agreement

Go to the ODA website and log into the [AIM Instructor Login](#) or click on the link on the Letter of Accommodation emailed to you by the ODA.

Click on “Alternative Testing” in the left-hand margin.

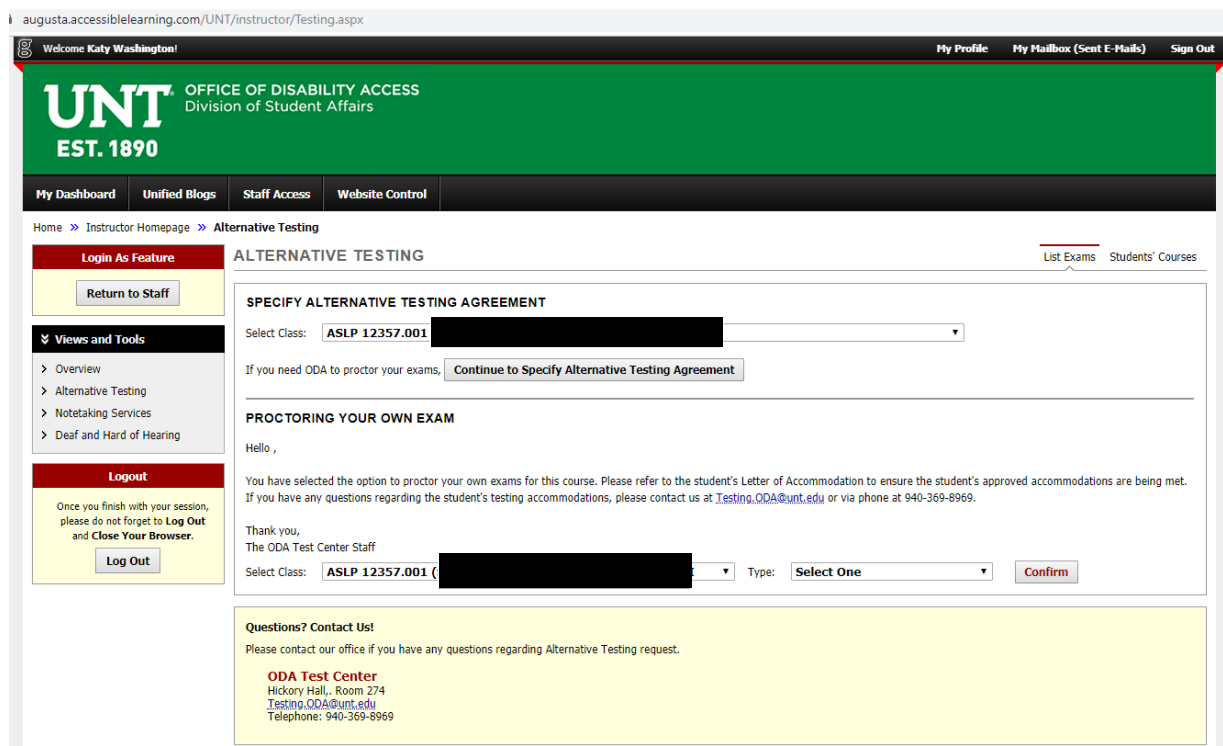


## Do Not Complete Testing Agreement if:

Instructors do not have to complete an ODA Testing Agreement if:

1. There are no exams; or
2. The instructor is proctoring own accommodated exams to students.

Please select the appropriate option in “PROCTORING YOUR OWN EXAM” and **CONFIRM**. Do not complete the Testing Agreement.



## Complete Testing Agreement (as soon as possible) if:

If you have exams scheduled in your course, are unable to accommodate the student and need to have the student take tests in the ODA Test Center, then you will need to complete the section “**SPECIFY TESTING AGREEMENT**” and complete a testing agreement by answering questions related to your tests and how they are to be proctored.

By completing a Testing Agreement, ODA will have the information necessary to proctor your tests appropriately and return completed tests to you correctly.

From the drop down menu:

- (a) **SELECT CLASS** from drop down box.  
Click the button labeled “**CONTINUE TO SPECIFY TESTING AGREEMENT**”.
- (b) Provide the information requested.
- (c) Click the button “**SUBMIT TESTING AGREEMENT**”.

**\*\*Once faculty submits Testing Agreement, students in your course will be able to schedule their exams in the ODA Test Center.**

## If Instructor Needs to Change/Update Testing Agreement

To change specific test criteria you have entered on a Testing Agreement, please e-mail [Testing.ODA@unt.edu](mailto:Testing.ODA@unt.edu) to update your agreement.

If students have submitted a request to the ODA Test Center for proctoring services, then information will be displayed as below.

» Alternative Testing/Quizzes

The screenshot shows a web interface for 'ALTERNATIVE TESTING/QUIZZES'. It includes a 'LIST TESTING AGREEMENTS' section with a hint: 'If you need to make any changes, please click on the following Testing Agreements.' Below this is a table with columns: SBJ, CRS, SEC, Student Name, Type, Date, Time, and Status. One row is visible with the following data: SBJ: CEAS, CRS: 9998, SEC: 02, Student Name: [REDACTED], Type: In-Class Exam /Midterm, Date: 06/01/2017, Time: 12:30 PM, Status: Processing - Upload Exam.

SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
CEAS	9998	02	[REDACTED]	In-Class Exam /Midterm	06/01/2017	12:30 PM	Processing - Upload Exam

Type	Date	Time	Status
In-Class Exam /Midterm	08/11/2017	10:00 AM	No Testing Agreement Specify Testing Agreement

- a. Type will show one of the following: Quiz, Test, Mid-term, Final
- b. Date = date student has requested to take the quiz/test.
- c. Time = time student has requested to take the quiz/test.
- d. Status = the current status of student's testing appointment. Status can be one of the following:
  - i. Approved (student's appointment is officially scheduled)
  - ii. Processing (student's request is pending approval from Test Center Staff)

- iii. Canceled (student's appointment is canceled)
  - iv. No Testing Agreement (student's requests is pending until agreement is completed by faculty. This can be done my clicking "Specify Testing Agreement")
  - v. Completed (Student completed exam at ODA Test Center)
  - vi. You may upload exam by clicking "Upload Exam"
- e. To view the list of exams by course, in upper-right corner select "Students' Courses".

