

Office of Disability Access (ODA)

Test Center Exam Administration Process

Faculty have three responsibilities surrounding the test administration in the Test Center: **(a) Complete Testing Agreement, (b) Review Student's Appointment Details, and (c) Upload the Test.**

(a). COMPLETE TESTING AGREEMENT

Faculty can complete the testing agreement in 1 of the 3 ways:

1. Using the link provided in the Letter of Accommodation email.
2. Using your UNT credentials to access the [AIM Instructor Login](#) & selecting “**Alternative Testing/Quizzes**” section on the left-side.
3. Using the link provided in the Student Exam Appointment Pending email notification.

(b). REVIEW STUDENT'S APPOINTMENT DETAILS

If a student submits a request for his/her test to be administered in the ODA Test Center, Faculty will receive a confirmation e-mail with a subject line “[ODA] Please Review Student's Test Appointment”. The reminder serves two purposes:

1. To make instructors aware that the student has scheduled his/her test and to give instructors an opportunity to review the request to ensure the day/time is agreeable. ***If the instructor disagrees with the student's appointment time, he/she must immediately notify the student to reschedule their exam appointment with the ODA Test Center.***
2. ***To request that a copy of the exam be sent to the Test Center. Tests can be submitted clicking on the link within the reminder email to UPLOAD your exam.***

(c). UPLOAD THE TEST (MOST IMPORTANT**)**

According to University Policy, instructors are responsible for sending a copy/copies of their exam to the Test Center at least two days prior to the test administration. This is necessary to give the Test Center time to assign an appropriate number of staff such as proctors, readers, or scribes; prepare exam materials' envelope; and convert the exam to an alternative accessible format, if necessary. This can be done by clicking on the link within the **confirmation email** to **UPLOAD** your exam.

Send test instructions via the “Notes” section when UPLOADING the test. **(**ONLY NEEDED IF UNIQUE FROM TESTING AGREEMENT INSTRUCTIONS**)**