Completing Course Instructions and Entering Exam Dates

| HOME » WELCOME | | |
|----------------------|---|----------------------------|
| STUDENT AND STAFF | APPLICATION CENTER | INSTRUCTOR PORTAL |
| Ċ | | ۲ |
| SIGN IN > | START/RESUME APPLICATION > | ACCESS INSTRUCTOR PORTAL > |
| COMMUNICATION ACCESS | CONNECT WITH US | |
| | Student Disability Services Division of Student Affairs & Campus Diversity San Diego State University 5500 Campanile Drive San Diego, CA 92182-4740 619-594-6473 | |

2 Click "Continue to View Student Accommodations".

| INSTRUCTOR PORTAL |
|---|
| |
| HOME NOME NOT |
| V Online Services Home |
| Help Usemame: blicha@sdsu.edu |
| |
| SIGN OUT > ACCESS POLICY |
| Please read the following prior to completing the form: |
| By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records. |
| Confidentiality Statement |
| Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rig Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to m confidentiality. |
| Important Note: |
| Please REFRAIN from using SHARED (PUBLIC) COMPUTER. Remember to Sign Out and Close the Browser Completely After You are Einished Accessing This Information |
| |
| CONTINUE TO VIEW STUDENT ACCOMMODATIONS |
| • |

3 Navigating to you Testing Home Page: " Click "Alternative Testing".

| Hi Beth Licha! | Services |
|---|---|
| | |
| НОМЕ | |
| > Overview > Add Instructor | Previous Term Term: Summer 2025 |
| Alternative Formats <u>Alternative Testing</u> Communication Access | ANNOUNCEMENT |
| > Flex Plan > Notetaking Services > Video Captioning | Welcome to SDS Connect! Student accommodation requests for the current term are located below. To view and acknowledge a student's accommodation letter, select "View". To download a copy accommodation letter, select "PDF". |
| SIGN OUT > | Certain accommodation requests may require additional attention and can be managed at the menu to the left. |
| | STUDENTS WHO REQUESTED ACCOMMODATIONS |
| | REFINE SEARCH > |
| | |

Here you will see the number of exams your students have already scheduled prior to the submission of your Course Instructions, the number of classes in which you still need to submit Course Instructions, and the number of exams on the calendar for which you have not yet uploaded exams.

| Flex Plan Notetaking Services Video Captioning SIGN OUT > | Within this portal you will be able to: Access the Course Instructions you must complete for each class View and edit the upcoming exams you have scheduled and schedule additional exam dates Upload files for your upcoming exams Download completed student exams View a list of all students with testing accommodations enrolled in your classes If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643 | | | | |
|--|--|---|---|--|--|
| | EXAMS IN PLACEHOLDER | COURSE INSTRUCTIONS | EXAMS WITHOUT FILES UPLOADED | | |
| | B Exams Scheduled without Course Instructions | 5 Courses without Course Instructions Total Courses with Course Instructions: 8 | 6 Number of Exams without Files Uploaded | | |
| | UPCOMING EXAMS SCHEDULED | | | | |
| [| STED 1. SEI EFT EVAMS (END DIII & APTIONS) | | | | |

| Within this portal you will be able to: Access the Course Instructions you must complete for each class | | | | | |
|--|--|---|--|--|--|
| View and edit the upcoming exams you have scheduled and schedule additional exam dates | | | | | |
| Upload files for your upcoming exams | | | | | |
| Download completed student exams | | | | | |
| View a list of all students with testing accommodations enrolled in your classes | | | | | |
| If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643 | | | | | |
| EXAMS IN PLACEHOLDER | COURSE INSTRUCTIONS | EXAMS WITHOUT FILES UPLOADED | | | |
| 4 Exams Scheduled without Course Instructions | Courses without Course Instructions Total Courses with Course Instructions: 7 | 6 Number of Exams without Files Uploaded | | | |
| IPCOMING EXAMS SCHEDULED | | | | | |

4

3

Here you will see a list of all classes for which you need to complete Course Instructions. To begin submitting Course Instructions for each class, Click "Specify Course Instructions" in the block for the class.

| 110000000000000000000000000000000000000 | | | | Chaus Day Da |
|---|-------------------------------------|--------------------------|----------------|-----------------|
| Records Found: 6 | (snowing: 1 - 6) | | | Snow Per Pa |
| | | | | |
| TESTING 112 | .01 - TESTING 112 (CRN: 000 | 12) | | |
| Status: Not Speci | ed - Specify Course Instructions | | | |
| Course Meeting T | mes: | | | |
| MWF 12:00 | PM - 01:00 PM, 07/10/2025 - 08/1 | 8/2025 | | |
| Summary: | | | | |
| Number of | Students Requesting Alternative Te | sting: 1. | | |
| List Exams without | t Course Instructions: | | | |
| Standard E | am on Friday, July 18, 2025 at 11:0 | 0 AM (30 Minutes) for Te | est Testerson. | |
| | | | | |
| | | | | |

7 Select your preferred proctoring option from the dropdown menu. "SDS Will Proctor Exams" is the most preferred option. Click "Confirm to Proceed".

| Note: Required fields are marked with an asterisk (*). | |
|---|---|
| PROCTORING YOUR OWN EXAM | AVAILABLE OPTIONS FOR TESTING 112.01 |
| If you would like to proctor your own exams* for all students with te accommodations in this class, or your class has no exams, choose appropriate option in the drop-down on the right side of the screen Exam Management Method. Otherwise, please select, "SDS WIII Pro Exams" and then select "Confirm to Proceed". *Please note that there are some testing accommodations which a available at the Test Accommodation Center (TAC), such as certain assistive technologies. If you would prefer to proctor your own exa are unsure if you are able to provide all your students' authorized accommodations, please contact the TAC-tac@sdsu.edu or 619-59 2643. | Exam Management Method *: © SDS Will Proctor Exams v Confirm Task *: Confirm to Proceed v 24- |
| FORM SUBMISSION | |
| | |

6

8 Click "Submit Your Selection".

| DME | | |
|--|---|--|
| Overview Add Instructor | Note: Required fields are marked with an asterisk (*). | |
| Alternative Formats Alternative Testing Communication Access Flex Plan Notetaking Services Video Captioning | PROCTORING YOUR OWN EXAM If you would like to proctor your own exams* for all students with testing accommodations in this class, or your class has no exams, choose the appropriate option in the drop-down on the right side of the screen under Exam Management Method. Otherwise, please select, "SDS Will Proctor Exams" and then select "Confirm to Proceed". *Please note that there are some testing accommodations which are only available at the Test Accommodation Center (TAC), such as certain assistive technologies. If you would prefer to proctor your own exams but are unsure if you are able to provide all your sudents' authorized accommodations, please contact the TAC- tac@sdsu.edu or 619-594- 2643. | AVAILABLE OPTIONS FOR TESTING 112.01 Exam Management Method*: ③ SDS Will Proctor Exams v Confirm Task*: Confirm to Proceed v |
| | FORM SUBMISSION | |

9 This is the Course Instructions page. Please complete it fully.

| Note: Required fields are marked with an asterisk ($\$). | |
|--|---|
| COURSE INFORMATION | LIST OF QUESTIONS |
| Course: TESTING 112.01 - TESTING 112 (CRN: 00012) Information Regarding Course Instructions Course Instructions form will provide the Test Accommodation Center (TAC) with the necessary information to effectively administer ALL the exams for your class. You will only need to complete this form ONCE per semester for each class that you teach. These instructions will then be applied to every exam in this class. You will also be able to copy your Course Instructions and apply them to other sections of this course and other classes that you teach if your instructions will be the same. Exam Dates: After you complete the Course Instructions, you will need to submit the | Materials permitted for use during exams: * Scratch Paper Calculator (Basic) Calculator (Scientific) Calculator (Graphing) Calculator (Financial) Formula Sheet Periodic Table Ruler Compass Protractor Notes (indicate number of pages, size, etc. in additional comments) NO MATERIALS PERMITTED |
| you need to provide different testing instructions for particular exams, you can provide those in the section provided on the exam date page. If you are uncertain of your exam dates, please estimate to the best of | |

Use the additional comments sections to add details, such as what kinds of notes the students can have.

| Course Instructions: This Course Instructions form will pro | Course Instructions: This Course Instructions form will provide the Test Accommodation | | Materi | als permitted for use during exams: * |
|--|---|--|------------|---|
| Center (TAC) with the necessary infor | mation to effectively administer ALL | | So So | ratch Paper |
| the exams for your class. | the exams for your class. | | | Iculator (Basic) |
| You will only need to complete this for | orm ONCE per semester for each | | 🗹 Ca | lculator (Scientific) |
| class that you teach. These instruction | ons will then be applied to every | | | lculator (Graphing) |
| and apply them to other sections of th | his course and other classes that | | Ca | lculator (Financial) |
| you teach if your instructions will be the | you teach if your instructions will be the same. Exam Dates: | | E Fo | rmula Sheet |
| Exam Dates: | | | | riodic Table |
| After you complete the Course Ins | uctions, you will need to submit the | | 🗹 Ru | ler |
| you need to provide different testing in | n exam planned for this class. If nstructions for particular exams, | | Co | mpass |
| you can provide those in the section p | rovided on the exam date page. | | Pr | otractor |
| If you are uncertain of your exam dat | es, please estimate to the best of | | No | tes (indicate number of pages, size, etc. in additional comments) |
| your ability. You can always return to | the portal and change exam details. | | | MATERIALS PERMITTED |
| students when booking the exams for | your class at the TAC. | | Additio | nal Comment: |
| | | | 1 8.5 | "x11" page of notes, handwritten or typed, front and back |
| | | | | |
| CONTACT INFORMATION | | | | |
| Phone Number | Phone Number: United States of America (+1) v 6195943219 | | | |
| United States of America (+1) | | | Turning | j in notes and paper materials: * |
| | | | □ St | udents can keep their notes and paper materials |
| - | | | St | udents must turn in all notes paper materials to the TAC |
| | | | | t Applicable |
| | | | A alalitia | nal Commant: |

11 Please note that **the TAC will no longer be able to return completed exams via email.** If you would like your exams scanned and sent to you electronically, **they will be uploaded to your SDS Connect account**, where you will be able to download them.

| auministration). Indicate in you would prefer to receive a can of text. |
|---|
|---|

10

12 Your response(s) to this question will enable us to schedule alternate arrangements with your students without needing to bother you for each individual situation.

| If a student's testing time falls outside the TAC hours of operation or conflicts with another exam or class, what alternative testing arrangements will you permit?* Students must contact instructor to set an alternate time Students must begin exam immediately following the end of their conflicting exam or class Students must begin exam any time the day of the in-class exam Students may take exam any time the day AFTER the in-class exam Students may take the exam any time the day BEFORE the in-class exam Students may take the exam any time the VEEK of the in-class exam Students may take the exam any time the WEEK of the in-class exam Additional Comment: | Yes- Please provide the following information in additional comments: NAME, EMAIL ADDRESS, & MOBILE PHONE NUMBER Additional Comment: |
|---|---|
| Additional Instructions: | If a student's testing time falls outside the TAC hours of operation or conflicts with another exam or class, what alternative testing arrangements will you permit? Students must contact instructor to set an alternate time Students must begin exam immediately following the end of their conflicting exam or class Students may take exam any time the day of the in-class exam Students may take exam any time the day AFTER the in-class exam Students may take the exam any time the day BEFORE the in-class exam Students may take the exam any time the WEEK of the in-class exam Other- please note in additional comments Additional Comment: |

13 Once you have completed the entire Course Instructions page, click "Submit and Continue to Specify Exam Dates".

| | Students may take the exam any time the day BEFORE the in-class exam Students may take the exam any time the WEEK of the in-class exam Other-please note in additional comments Additional Comment: Additional Comment: Additional Instructions: |
|---|--|
| FORM SUBMISSION | |
| QUESTION? SDSU Test Accommodation Center | |

Scheduling Exam Dates: You will now need to add ALL the exam dates for this class, including the final. Even if you are uncertain about some of your exam dates, please use your best estimate to set your exam dates. You can always go back and change details later. These dates will become the options from which your students will select to schedule their exams.

| communication Access | | |
|----------------------------------|---|---|
| ilex Plan lotetaking Services | TESTING 112.01 - TESTING 112 (CRN: 00012) | |
| /ideo Captioning | COURSE INSTRUCTIONS LIST EXAM DATES COPY COURSE INSTRUCTIONS | |
| SIGN OUT > | Note: Required fields are marked with an asterisk (*). | |
| | EXAM DETAIL | EXAM DATE INSTRUCTIONS |
| | Type *: Standard Exam V Date *: | Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components |
| | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | If so, please provide those instructions specific to this exam here: |
| | Time: ⑦ Select V Select V | |
| | Standard Length Of Exam (In Minutes) * : Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| | | Note: Exam files can be added on a continual basis. |

Select which kind of exam from the dropdown menu, set the date, time, and standard duration of the exam. Our system will calculate any additional time your student(s) may receive as part of their accommodations.

| Flex Plan Notetaking Services | TESTING 112.01 - TESTING 112 (CRN: 00012) | |
|--|---|---|
| Video Captioning | COURSE INSTRUCTIONS LIST EXAM DATES COPY COURSE INSTRUCTIONS | |
| SIGN OUT | Note: Required fields are marked with an asterisk (*). | |
| | EXAM DETAIL | EXAM DATE INSTRUCTIONS |
| | Type *: Standard Exam v Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025): mm/dd/yy vy EEE Time: Select v Select v | Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components If so, please provide those instructions specific to this exam here: |
| | Standard Length Of Exam (In Minutes) * : Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| | | Note: Exam files can be added on a continual basis. Title Or Exam File Note: |
| | Additional Note For Staff ?? | |

16

Add any instructions that might be specific to this exam only and upload the exam file if you have it ready. If you do not have the exam ready, you can upload it at a later time, but **no later than the day before the exam at 12:00 PM**.

| Type *: Standard Exam ↓ Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components If so, please provide those instructions specific to this exam here: |
|---|---|
| 07/18/2025 Time: ③ 11 AM → 00 → Standard Length Of Exam (In Minutes) * : Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| 30 Additional Note For Staff: ① | Note: Exam files can be added on a continual basis. Title Or Exam File Note: Exam 1 Select File: O Choose File: No file chosen |

| Hint: Enter date in the following format Month/Day/Year (i.e. If so, please provide those instructions specific to this exam here: 07/18/2025 III |
|---|
| Time: ① 11 AM v 00 v Standard Length Of Exam (In Minutes)*: Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. 30 Additional Note For Staff: ① Length of Exam file Select File: ② Choose File |
| FORM SUBMISSION SAVE EXAM DATE > BACK TO LIST > QUESTION? |

| Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | Unrelean materials anowed with student write testing Timed listening or visual components If so, please provide those instructions specific to this exam here: |
|--|--|
| 08/13/2025 | Students may also have a formula sheet, handwritten or typed, 1- sided, 8.5"11" and a compass. |
| Time: ③ 11 AM ~ 00 ~ | |
| Standard Length Of Exam (In Minutes) * : | |
| Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| 120 | Note: Exam files can be added on a continual basis. |
| Additional Note For Staff: ① | |
| | Select File: ① |
| | Choose File No file chosen |
| | |
| FORM SUBMISSION | |
| SAVE EXAM DATE > BACK TO LIST > | |
| | |

19 Applying a Completed Course Instructions Page to Other Classes: From your testing home page, click "Course Instructions".

| Student Disability Se | HELP SIGN OUT |
|--------------------------|--|
| KAMS | |
| | |
| is | IMPORTANT MESSAGE |
| cess | Welcome to the Alternative Testing Instructor portal |
| !5 | Within this portal you will be able to: • Access the Course Instructions you must complete for each class • View and edit the upcoming exams you have scheduled and schedule additional exam dates |
| > | Upload files for your upcoming exams Download completed student exams |
| | view a list of all students with testing accommodations enrolled in your classes If you have any questions or need support, feel free to reach out to the Test Accommodation Center- tac@sdsu.edu or 619-594-2643 |
| | |

18 Repeat steps 15, 16, & 17 for each exam date in this class.

Identify the class which has the completed Course Instructions you want to apply to your other class(es) and click "View/Modify Course Instructions" in that class block. 20

| Records Found: 13 (Showing: 1 - 13) | Show Per Pa |
|---|-------------|
| | |
| TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006) | |
| | |
| Status: View/Modify Course Instructions | |
| Course Meeting Times: | |
| MWF 01:00 PM - 02:00 PM, 06/23/2025 - 08/15/2025 | |
| Summary: | |
| Number of Students Requesting Alternative Testing: 1. | |
| List Exam Dates: | |
| • Standard Exam on Tuesday, July 15, 2025 at 11:00 AM. | |
| • Standard Exam on Thursday, July 31, 2025 at 11:00 AM. | |
| • Standard Exam on Tuesday, August 05, 2025 at 11:00 AM. | |
| | |
| | |
| TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS (CRN: 00007) | |
| Status: View/Modify Course Instructions | |
| Course Meeting Times: | |
| TR 11:00 AM - 12:30 PM, 07/14/2025 - 08/15/2025 | |
| Summary: | |
| | |

| erview d Instructor ernative Formats ernative Testing | TEST COURSE 106.01 - INTRO TO TEST COURSES (| CRN: 00006) |
|--|---|---|
| ommunication Access lex Plan lotetaking Services | Note: Required fields are marked with an asterisk (*). | |
| 'ideo Captioning | INFORMATION | LIST OF QUESTIONS |
| SIGN OUT > | This Exam Course instructions form will provide the Test Accommodation Center (TAC) with the necessary information to effectively administer ALL the exams for your course. You will only need to complete this form once per semester for each course you teach. These instructions will then be applied to every exam in this course. If you need to provide different testing instructions for particular exams in | Please provide the DATES and TIMES of all exams, quizzes, and the final exam for this course course. * July 15, 2025 July 31, 2025 August 5, 2025 |
| | this course throughout the semester, you can also submit Exam Instructions for specific exams. You can access the Exam Instructions form in your SDS Connect portal. | Materials Permitted for Use During Exam: * Scratch Paper Calculator (Basic) |
| | CONTACT INFORMATION | Calculator (Scientific) Calculator (Graphing) |
| | Phone Number: United States of America (+1) v 6195943219 | Calculator (Financial) Formula Sheet Periodic Table Ruler |
| | | |

22 The "Copy Course Instructions to" dropdown menu will show all your classes which still do not have completed Course Instructions. Select which class you want to apply these Course Instructions to and click "Continue".

| COURSE INSTRUCTIONS - | COPY |
|--|--|
| HOME | |
| > Overview > Add Instructor > Alternative Formats > Alternative Testing > Communication Access > Flex Plan > Notetaking Services > Video Captioning | TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006) COURSE INSTRUCTIONS COPY COURSE INSTRUCTIONS Select Course: TESTING 113.01 - TESTING 113 (CRN: 000 (3)) |
| SIGN OUT > | FORM SUBMISSION |
| | CONTINUE > |
| | QUESTION? SDSU Test Accommodation Center 619-594-2643 |
| • | |

23 Make the appropriate changes to the exam dates and times for the new class.

| ternative Formats ternative Testing | CC | DURSE INSTRUCTIONS | LIST EXAM DATES COPY COURSE INSTRUCTIONS | | | |
|--|----|----------------------|---|--------------|--------|---------|
| ommunication Access lex Plan | Co | py to Course: TESTIN | G 113.01 - TESTING 113 (CRN: 00013). | | | |
| ideo Captioning | | Туре | Date | Time | Length | Use Sar |
| SIGN OUT > | ۵ | Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | 11 AM 🗸 00 🗸 | 60 | |
| | | Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 07/31/2025 III | 11 AM 🗸 00 🗸 | 60 | |
| | | Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | 11 AM 🗸 00 🗸 | 120 | |

24 Make sure to indicate if the same exam should be used for this class, as **the** system will link the two classes if "Use Same File" is clicked.

| Туре | Date | Time | Length Use Same File |
|---------------|--|--------------|----------------------|
| Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | 1 PM 👻 00 🗸 | 60 |
| | 07/17/2025 | | |
| Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | 11 AM 🗸 00 🗸 | 60 |
| | 06/30/2025 | | |
| Standard Exam | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). | 11 AM 🗸 00 🗸 | 120 |
| | 08/05/2025 | | |
| | | | |

25 Click "Copy Course Instructions".

| Overview | | |
|----------------------|-------------------------|--|
| Add Instructor | TEST COURSE 1 | 06.01 - INTRO TO TEST COURSES (CRN: 00006) |
| Alternative Formats | COURSE INSTRUCTIONS | LIST EXAM DATES COPY COURSE INSTRUCTIONS |
| Alternative Testing | | |
| Communication Access | | |
| Flex Plan | Copy to Course: TESTING | G 113.01 - TESTING 113 (CRN: 00013). |
| Notetaking Services | | |
| Video Captioning | | 09/01/2025 |
| | | 00/01/2023 |
| SIGN OUT > | Standard Exam | 1 PM v 00 v 120 |
| | | Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). |
| | | 08/13/2025 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | COPY COURSE INSTR | |
| | | |

| Modify Delete Standard Exam Wednesday, Au | ugust 13, 2025 01:00 PM 120 |
|--|---|
| ADD ADDITIONAL EXAM DATE | |
| Note: Required fields are marked with an asterisk (*). | |
| EXAM DETAIL | EXAM DATE INSTRUCTIONS |
| Type *: Select One Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). mm/dd/yyyy ::: Time: ③ Select ↓ Select ↓ Standard Length Of Exam (In Minutes) *: | Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components If so, please provide those instructions specific to this exam here: |
| Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| | Note: Exam files can be added on a continual basis. Title Or Exam File Note: |

26 You will now have the opportunity to add additional exam dates for this class.

27 When you finished adding an exam date, click "Save Exam Date. If you do not want to add any exam dates, click "Back to List".

| | Time: © | |
|---|--|---|
| | Select V Select V | |
| | Standard Length Of Exam (In Minutes) * : | |
| | Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. | UPLOAD EXAM FILE |
| | | Note: Exam files can be added on a continual basis. |
| | Additional Note For Staff: ⑦ | Title Or Exam File Note: |
| | | Select File: ① |
| Ĺ | | Choose File No file chosen |
| | | |
| | FORM SUBMISSION | |
| | SAVE EXAM DATE > BACK TO LIST > | |
| Г | | |
| | QUESTION? | |
| | SDSU Test Accommodation Center 619-594-2643 | |
| • | tac@sdsu.edu | |
| | | |

28 Adding the same Exam Date for Multiple Classes at the Same Time: From your Course Instructions page, click the "Handy Tools: Specify Exam Date for Multiple Courses" Dropdown menu.

| Previous Term | Term: Summer 2025 | Next Ter |
|--------------------------------|---------------------------------------|------------------------------|
| Navigate To: | View All Courses v GO > | |
| HANDY TOOLS: SPE | CIFY EXAM DATE FOR MULTIPLE COURSES | ~ |
| HANDY TOOLS: UPI | OAD EXAM FILE FOR MULTIPLE EXAM DATES | ~ |
| Records Found: 13 (Showing: 1 | - 13) | Show Per Page: 100 V Page: 1 |
| TEST COURSE 106.01 - | NTRO TO TEST COURSES (CRN: 00006) | |
| Status: View/Modify Course In: | structions | |
| | | |

29 Select the classes to which you want to add the same exam date and click "Continue with Selected". If you would like to add the same exam date to all your classes, simply click "Continue With All Courses".

| Previous Term | 25 | |
|--|---|--|
| Navigate To: Courses with | 1 Course Instructions | ~ |
| HANDY TOOLS: SPECIFY EXAM I | NATE FOR MULTIPLE COURSES | |
| TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006) | TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS (CRN: 00007) | TESTING 108.01 - TESTING 108 (CR 00008) |
| TESTING 109.01 - TESTING 109 (CRN: 00009) | TESTING 110.01 - TESTING 110 (CRN: 00010) | TESTING 111.01 - TESTING 111 (CR 00011) |
| CONTINUE WITH SELECTED > | TESTING 113.01 - TESTING 113 (CRN: 00013) | TST 104.01 - TEST COURSE 3 (CRN: 00003) |

30 Enter all the exam details. Please note that using this method, the exam date, time, and duration will be identical for all classes selected.

| Note: Required fields are marked with an asterisk (*). | |
|--|---|
| COURSE INFORMATION | EXAM DETAIL |
| Course: • TESTING 109.01 - TESTING 109 (CRN: 00009) • TESTING 110.01 - TESTING 110 (CRN: 00010) • TESTING 111.01 - TESTING 111 (CRN: 00011) | Type *: Final Exam Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 08/20/2025 |
| EXAM DATE INSTRUCTIONS Are there any testing instructions specific to this exam which differ from the instructions provided in your Course Instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components If so, please provide those instructions specific to this exam here: | Time: () 3 PM () Standard Length Of Exam (In Minutes)*: Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. Additional Note For Staff: () |

31 Type the name of your exam and upload the exam file. Finish by clicking "Save Exam Date".

| Are there any testing instructions specific to this exam which differ from the instructions provided in your Course instructions? Such as: Online exam access code Different materials allowed with student while testing Timed listening or visual components If so, please provide those instructions specific to this exam here: | Standard Length Of Exam (In Minutes) * : Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours. Additional Note For Staff: ③ |
|---|--|
| | UPLOAD EXAM FILE Note: Exam files can be added on a continual basis. Title Or Exam File Note: Exam 3 Select File: ③ Choose File Exam 3.pdf |
| FORM SUBMISSION | |