Completing Course Instructions and Entering Exam Dates

HOME » WELCOME		
STUDENT AND STAFF	APPLICATION CENTER	INSTRUCTOR PORTAL
Ċ		۲ 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 sds@sdsu.edu	

2 Click "Continue to View Student Accommodations".

INSTRUCTOR PORTAL
HOME >> INSTRUCTOR PORTAL
> Online Services Home
Help Username: 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 Finished Accessing This Information
CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

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

Hi Beth Licha!	Services
HOME	∩ » overview
> Overview > Add Instructor	Previous Term: Summer 2025
 Alternative Formats <u>Alternative Testing</u> Communication Access 	
 > 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 of accommodation letter, select "View". To download a copy of accommodation letter, select "View".
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 >	 Upload files for your upcoming exams Download completed student exams View a list of all students with testing accompleted studentstudents with testi	e scheduled and schedule additional exam dates	idsu.edu or 619-594-2643
	EXAMS IN PLACEHOLDER	EXAMS WITHOUT FILES UPLOADED	
	3 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 EVANS (END BILLY APTIONS)		

Within this portal you will be able to: • Access the Course Instructions you mu	st 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 a 	ccommodations 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

6 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.

		G0 >			
Records	Found: 6 (Showing: 1	- 6)			Show Per Pag
		ING 112 (CRN: 00012)			
Course	lot Specified - <u>Specify</u> Meeting Times: WF 12:00 PM - 01:00 F	Course Instructions PM, 07/10/2025 - 08/18/2025			
Summa					
• N	umber of Students Rec	questing Alternative Testing: 1.			
List Exa	ns without Course Ins	tructions.			
• 5	andard Exam on Frida	y, July 18, 2025 at 11:00 AM (3	0 Minutes) for Test Test	erson.	
TES	'ING 113.01 - TEST	ING 113 (CRN: 00013)			

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 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 students' authorized accommodations, please contact the TAC- tac@sdsu.edu or 619-594- 2643.	Exam Management Method *: (3) SDS Will Proctor Exams v Confirm Task *: Confirm to Proceed v
FORM SUBMISSION	

8 Click "Submit Your Selection".

IOME	□ » Course instructions	
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 students' authniczd accommodations, please contact the TAC-tac@sdsu.edu or 619-594- 2643.	AVAILABLE OPTIONS FOR TESTING 112.01 Exam Management Method*: ① 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 ($\ensuremath{^{\ensuremath{\bullet}}}$).	
COURSE INFORMATION	LIST OF QUESTIONS
Course: TESTING 112.01 - TESTING 112 (CRN: 00012) Information Regarding Course Instructions Course Instructions: This 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	Materials permitted for use during exams: * Calculator (Basic) Calculator (Scientific) Calculator (Scientific) Calculator (Graphing) Calculator (Financial) Formula Sheet Periodic Table
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.	Ruler Compass Protractor Notes (indicate number of pages, size, etc. in additional comments)
Exam Dates: After you complete the Course Instructions, you will need to submit the date, start time, and duration, for each exam planned for this class. If 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 your ability. You can always return to the portal and chance exam details.	No MATERIALS PERMITTED Additional Comment:

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 provide the Test Accommodation	Materials permitted for use during exams: *
Center (TAC) with the necessary information to effectively administer ALL	Scratch Paper
the exams for your class.	Calculator (Basic)
You will only need to complete this form ONCE per semester for each	 Calculator (Scientific)
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	Calculator (Graphing)
and apply them to other sections of this course and other classes that	Calculator (Financial)
you teach if your instructions will be the same.	Formula Sheet
Exam Dates:	Periodic Table
After you complete the Course Instructions, you will need to submit the	Ruler
date, start time, and duration, for each exam planned for this class. If you need to provide different testing instructions for particular exams,	Compass
you can provide those in the section provided on the exam date page.	Protractor
If you are uncertain of your exam dates, please estimate to the best of	Notes (indicate number of pages, size, etc. in additional comments)
your ability. You can always return to the portal and change exam details.	NO MATERIALS PERMITTED
The exam dates you enter will become the primary options for your students when booking the exams for your class at the TAC.	Additional Comment:
	18.5"x11" page of notes, handwritten or typed, front and back
CONTACT INFORMATION	
Phone Number:	
United States of America (+1) V 6195943219	Turning in notes and paper materials: *
Ourien States Of Milleling (+1)	Students can keep their notes and paper materials
	 Students our neep that notes and paper materials Students must turn in all notes paper materials to the TAC
	Not Applicable
	Additional Commont

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.

administration). Indicate if you would prefer to receive a call or text. *
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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.

Yes-Please provide the following information in additional comments: NAME_EMAIL ADDRESS, & MOBILE PHONE NUMBER Additional Comment:	
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 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 WEEK of 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:	I

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 additional comments Additional Comment: Additional Comment:
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.

Iternative Testing		
lex 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 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: ③ 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/yyyy :::: 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: ⑦	

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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 III 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: ®	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 can be added on a continual basis. Title Or Exam File Note: Exam 1 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 while 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	Title Or Exam File Note:
	Select File: ③
	Choose File No file chosen
	L
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
ccess	Welcome to the Alternative Testing Instructor portal
25	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 Pag
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:	
Munch and foundation Descention Alexandric Tradition &	

di Instructor ternative Formats ternative Testing	TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)
ommunication Access ex Plan otetaking Services	Note: Required fields are marked with an asterisk (*).	
deo 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.	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
	If you need to provide different testing instructions for particular exams in 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
		Compass

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) COPY COURSE INSTRUCTIONS COPY COURSE INSTRUCTIONS TO Select Course: 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		DURSE INSTRUCTIONS	106.01 - INTRO TO TEST COURSES (CRN: 00006) Ist exam dates copy course instructions			
ommunication Access ex Plan otetaking Services	Co	py to Course: TESTIN	IG 113.01 - TESTING 113 (CRN: 00013).			
eo Captioning		Туре	Date	Time	Length	Use San
SIGN OUT		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	11 AM ~ 00 ~	60	
		Standard Exam	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025). 08/05/2025	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.

0 T ree		Time	Lough Use Come File
Туре	Date	Time	Length Use Same File
Standard Ex	IT Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2)	025). 1 PM ~ 00 ~	60
	07/17/2025		
Standard Ex		11 AM 🗸 00 🗸	60
	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2	025).	
	06/30/2025		
Standard Ex		11 AM 🗸 00 🗸	120
	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2	025).	
	08/05/2025		
	NSTRUCTIONS >		

25 Click "Copy Course Instructions".

Overview		
Add Instructor	TEST COURSE 106.01 - 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 113.01 - TESTING 113 (CRN: 00013).	
Notetaking Services		
Video Captioning	08/01/2025	
	06/01/2023	
SIGN OUT >	☑ Standard Exam	20
	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025).	
	08/13/2025	
	COPY COURSE INSTRUCTIONS >	
	COPY COURSE INSTRUCTIONS >	

Modify Delete Standard Exam Wednesday, A	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: Select V Select V 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: (2)	
	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	Term: Summer 202	25
Navigate To: Courses with G0 >	Course Instructions	~
HANDY TOOLS: SPECIFY EXAM D	ATE FOR MULTIPLE COURSES	
Select 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)
TESTING 112.01 - TESTING 112 (CRN: 00012)	TESTING 113.01 - TESTING 113 (CRN: 00013)	TST 104.01 - TEST COURSE 3 (CRN: 00003)
CONTINUE WITH SELECTED > C	ONTINUE WITH ALL COURSES >	

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) 0) 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 spe the instructions provided in your Cou Such as: Online exam access code Different materials allowed with stud Timed listening or visual component If so, please provide those instruction	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: Exam 3 Select File: ⑦ Choose File Exam 3.pdf
FORM SUBMISSION	