Uploading Exam Files and Downloading Completed Exams

1 | **Navigate to your Alternative Testing home page** by clicking "Alternative Testing".

Hi Beth Licha!

SDSU | Student Disability Services

◀▌ **UPCOMING EXAMS**

HOME
> Overview
> Add Instructor
> Alternative Formats
> Alternative Testing
> Communication Access
> Flex Plan
> Notetaking Services
> Video Captioning

SIGN OUT >

⌂ » ALTERNATIVE TESTING » UPCOMING EXAMS | UPCOMING EXAMS | COMPLETED FILES | COURSE INSTRUCTIONS | LIST STUDENTS

▤ **IMPORTANT MESSAGE**

Welcome to the Alternative Testing Instructor portal

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
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EXAMS IN PLACEHOLDER   COURSE INSTRUCTIONS   EXAMS WITHOUT FILES UPLOADED

2 **Uploading a New Exam:** Select an exam from the list for which you have not yet uploaded your exam file.

	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Da
☐	Approved ⌄ View File ⌄	Detail	00007	TEST COURSE	107	01	Test Testerson	Standard Exam	07/15/2
☐	Processing View File ⌄	Detail	00012	TESTING	112	01	Test Testerson	Standard Exam	07/18/2
☐	Processing	Detail	00011	TESTING	111	01	Test Testerson	Quiz	07/18/2
☐	Approved	Detail	00008	TESTING	108	01	Test Testerson	Standard Exam	07/23/2
☐	Approved	Detail	00008	TESTING	108	01	Test Testerson	Standard Exam	07/30/2
☐	Approved	Detail	00008	TESTING	108	01	Test Testerson	Standard Exam	08/05/2
☐	Approved	Detail	00008	TESTING	108	01	Test Testerson	Standard Exam	08/06/2
☐	Approved	Detail	00008	TESTING	108	01	Test Testerson	Final Exam	08/15/2

Records Found: **8** (Showing: **1 - 8**)   Show Per Page: 100

STEP 2: SELECT AVAILABLE OPTIONS

3 Type the title of the exam in the "Title or Exam File Note" field.

	Approved	Detail	00008	TESTING	108	01	Test Testerson	Final Exam	08/15/2

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (✱).

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Select File ✱ : ⓘ

Choose File No file chosen

UPLOAD FILE ⟩

QUESTION?

SDSU Test Accommodation Center

4 Click "Choose File", select the file from your computer, and click "Upload File".

| ☐ | Approved | | Detail | 00008 | TESTING | 108 | 01 | Test Testerson | Final Exam | 08/15/2(|

STEP 2: SELECT AVAILABLE OPTIONS

Note: Required fields are marked with an asterisk (*).

UPCOMING EXAM FILE UPLOAD

Please select **at least one exam** from the table above. Any exams uploaded through this method will only apply to the selected exams.

Title Or Exam File Note:

Exam 2

Select File * : ⓘ

[Choose File] No file chosen

UPLOAD FILE >

QUESTION?

SDSU Test Accommodation Center

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5 **Uploading the Same Exam File for Multiple Exams:** From your testing home page, click "Course Instructions".

HELP   SIGN OUT

Student
Disability Services

KAMS

🏠 » ALTERNATIVE TESTING » UPCOMING EXAMS   [UPCOMING EXAMS]   COMPLETED FILES   COURSE INSTRUCTIONS   LIST STUDENTS   ALL EXAMS

📋 **IMPORTANT MESSAGE**

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6 Click the "Handy Tools: Upload Exam File for Multiple Exam Dates" dropdown menu.

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

Previous Term	**Term: Summer 2025**	Next Term

Navigate To: Courses with Course Instructions

GO >

🔧 **HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES** ⌄

🔧 **HANDY TOOLS: UPLOAD EXAM FILE FOR MULTIPLE EXAM DATES** ⌄

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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

7 Select a date that is 7 days in advance of the scheduled exams and click "Find Exam Dates".

GO >

🔧 **HANDY TOOLS: SPECIFY EXAM DATE FOR MULTIPLE COURSES**

🔧 **HANDY TOOLS: UPLOAD EXAM FILE FOR MULTIPLE EXAM DATES**

Important Note: The system will display all specified Exam Dates **7 days** from the Scheduled Exam Date.

Scheduled Exam Date: ⊙
mm/dd/yyyy 📅

FIND EXAM DATES >

Records Found: **9** (Showing: **1 - 9**)   Show Per Page: 100

TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)

Status: **View/Modify Course Instructions**
Course Meeting Times:

8 Select to which exam dates you would like this exam file applied. Type the name of your exam and upload the exam file. Click "Upload Exam".

> Alternative Formats
> Alternative Testing
> Communication Access
> Flex Plan
> Notetaking Services
> Video Captioning

SIGN OUT >

EXAM DATES

Available Exam Dates * :

Hint: You are required to make a minimum of **1** selections.

- [ ] **Standard Exam** on Tuesday, July 29, 2025 01:00 PM for **TESTING 111.01 - TESTING 111 (CRN: 00011)**
- [ ] **Standard Exam** on Wednesday, July 30, 2025 11:00 AM for **TESTING 112.01 - TESTING 112 (CRN: 00012)**
- [x] **Standard Exam** on Wednesday, July 30, 2025 02:00 PM for **TESTING 108.01 - TESTING 108 (CRN: 00008)**
- [x] **Standard Exam** on Thursday, July 31, 2025 11:00 AM for **TEST COURSE 106.01 - INTRO TO TEST COURSES (CRN: 00006)**
- [x] **Standard Exam** on Thursday, July 31, 2025 01:00 PM for **TEST COURSE 107.01 - INTRO TO TESTING ACCOMMODATIONS (CRN: 00007)**
- [ ] **Standard Exam** on Friday, August 01, 2025 01:00 PM for **TESTING 113.01 - TESTING 113 (CRN: 00013)**

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note * :

Exam 2

Select File * : ⓘ

Choose File | Exam 2.pdf

FORM SUBMISSION

UPLOAD EXAM >

9 **Downloading Completed Exams:** Click "Completed Files"

Disability Services

XAMS

🏠 » ALTERNATIVE TESTING » UPCOMING EXAMS | **UPCOMING EXAMS** | **COMPLETED FILES** | **COURSE INSTRUCTIONS** | **LIST STUDENTS** | **ALL EXAMS**

✓ **SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

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10 Identify the exam you would like to download and click "Download"

SIGN OUT >

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| Previous Term | | | | Term: Summer 2025 | | | |

Records Found: **2** (Showing: **1 - 2**)   Show Per Page: 100

Download	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range
Download	00008	TESTING	108	01	Test Testerson	Standard Exam	07/10/2025	A 08:00 AM - 09:30 AM (
Download	00007	TEST COURSE	107	01	Test Testerson	Standard Exam	07/03/2025	A 08:00 AM - 08:23 AM (

QUESTION?

SDSU Test Accommodation Center
619-594-2643
tac@sdsu.edu
5700 Hardy Ave, San Diego, CA 92115

11 **Where is the Exam?:** The exam will now be in your computer's Downloads folder.

12 **Note About the New Cover Page:** Each exam will now have a cover page. That cover page was not only the instruction sheet we used during the proctoring of that exam, it was also the electronic communication tool our new system used to route that exam to your SDS Account. We cannot omit cover pages from exam uploads.