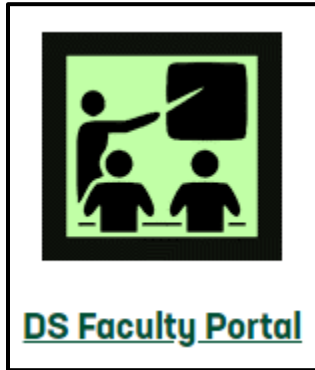


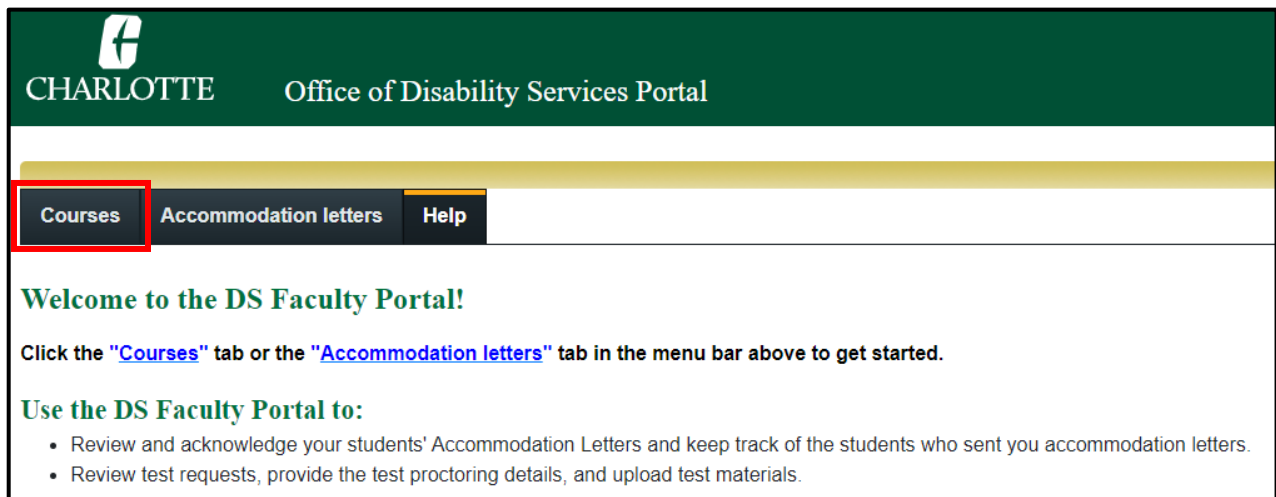
How Can Instructors Approve a Requested Test in the DS Faculty Portal?

When a student requests to take a **test, quiz, or Final Exam** with the Disability Services (DS) Test Center, you will receive an email notification asking to confirm the test information and to share and upload any test materials.

- 1) Click on the hyperlink in the email or go to <https://ds.charlotte.edu/ds-portal/>.
- 2) Click on the "DS Faculty Portal" icon.



- 3) You will be asked to enter your NinerNET username (not email address) and password to log in.
 - a. If you have not recently logged in or are on a new device, you may be asked to use Duo for two-factor authentication. Have your cell phone handy.
- 4) Now in the DS Portal, click on "Courses" in the black toolbar to view all courses (and sections) you are teaching.



- 5) Under the **Courses** tab, look for the specific course and section in which you wish to share test information.
 - a. A ★ indicates that one or more students have scheduled a test/exam with the DS Test Center for that course and section.
 - b. If you teach multiple sections of a course (ex. ACCT2121-001, ACCT2121-002, ACCT2121-003) you will need to share information for *each* section.

Courses	Accommodation letters	Help
<p>Courses</p> <p>Show term: Spring Semester 2024 Refresh</p> <p>Your courses are listed below. If you are not in the correct semester, you can change semesters by clicking the drop-down menu under "Show term" at the top right of the page.</p> <p>To view your students' Accommodation Letters, click the "Accommodation Letters" link under OPTIONS. Upcoming test or exam requests awaiting your review and approval are indicated by a yellow star. To view a test or final exam request, click the "Tests and Exams" link under OPTIONS.</p>		
Course	Options	
20526 MATH1242 SECTION: 005 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
21035 MATH2241 SECTION: 001 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
23123 MATH1241 SECTION: 301 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
26399 MATH1241 SECTION: 202 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	
26400 MATH1241 SECTION: 203 Lecture (TERM: 202410)	Accommodation Letters ★ Tests and Exams	

6) Click on "★ Tests and Exams" to confirm the Test/Exam information.

- You will confirm/edit the reported in-class test time, share proctoring information, and upload any test materials (if necessary).



7) After clicking on "★ Tests and Exams," a list of student-requested tests/exams for every date that a student has scheduled a reservation for will appear. Click "Confirm/Edit" in the "Action" column to share information for that test date.

- Dates are listed so that the further date is listed at the top and the closest date (or previous date) will appear at the bottom of the list.
- You will need to confirm **each** exam reservation.

Courses	Accommodation letters	Help																		
<p>Scheduled tests and examinations for:</p> <p>20526 MATH1242 section 005 Lecture (202410): 2024 Jan 10 to May 8</p> <p>SCROLL DOWN to see the list of all the scheduled exams for this course. Click the "Confirm/Edit" link corresponding to each test to provide proctoring details and upload test materials. Tests are listed in reverse chronological order, with the oldest dates appearing last.</p> <p>Uploading Test Materials:</p> <ul style="list-style-type: none"> "Submit File" means test materials have not been uploaded yet. If you have uploaded test materials, you will see "Review File" with a green check mark. If it is past the 3-hour cut-off, you won't be able to upload test materials or enter information. Email dstestcenter@charlotte.edu and include the test materials AND the proctoring information. Note that during Finals, there is an 8-hour cut off. To remove previously submitted test materials and upload an updated version, click "Review File." Under File Upload, click "Remove." <p>To ADD a test that is NOT LISTED BELOW, click the "Add this test" button to tell us the details.</p> <p>Tell us about an upcoming test</p> <p>Date of test: <input type="text" value="M/d/yyyy"/> <input type="button" value="Add this test"/></p>																				
<p>Tests and exams:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Date of test</th> <th>Class test time</th> <th>Previously confirmed</th> <th>Submitted file</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Final exam</td> <td>May 1 Wednesday (2024)</td> <td>3:00 PM (180 minutes) <small>Last modified: 2024-03-15</small></td> <td>No</td> <td></td> <td>Confirm/Edit</td> </tr> <tr> <td>Test</td> <td>April 26 Friday (2024)</td> <td>1:25 PM (50 minutes) <small>Last modified: 2024-03-15</small></td> <td>Yes</td> <td>Submit file</td> <td>Confirm/Edit</td> </tr> </tbody> </table>			Type	Date of test	Class test time	Previously confirmed	Submitted file	Action	Final exam	May 1 Wednesday (2024)	3:00 PM (180 minutes) <small>Last modified: 2024-03-15</small>	No		Confirm/Edit	Test	April 26 Friday (2024)	1:25 PM (50 minutes) <small>Last modified: 2024-03-15</small>	Yes	Submit file	Confirm/Edit
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- 8) Now on the **Test Details** page; on Prompt 1, review the test, date, and time provided by your student. Make changes if the information is incorrect. Click "Next."

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

1. Test / Exam Information


Course: 20526 MATH1242 sect. 005 Lecture (202410)

This student has requested to take a test at the date and time indicated below. If the information below is incorrect *or* blank, **manually enter the correct in-class date and start/end times per the duration of your test.**

Do not include extended time in your calculations. Extended time is calculated by the DS Portal system per individual accommodations and should not be entered by faculty.

If your test occurs after DS Test Center hours of operation, still schedule the correct In-Class test time. The Portal system adjusts times accordingly so that scheduled tests fall between M-F, 8:00 AM-5:00 PM. Note that the Final Exam period includes extended hours of operation and Saturday.

For assistance or to cancel this test/exam, contact the DS Test Center dstestcenter@charlotte.edu.

Date of test: 

Test start time:

Test end time:

[Previous](#) [Next](#) [Cancel](#)

- 9) On Prompt 2. **Students**, review the students who have scheduled a reservation with the DS Test Center. Click "Next" to continue.
- The test times listed may vary for each student due to extended time accommodations and/or conflict with other courses.

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

2. Students scheduled to-date for 20526 MATH1242 sect. 005 Lecture (202410)

Below is a list of students who have scheduled to take this test in the DS Test Center so far. **This list indicates the students' scheduled test time, including any extended time accommodation.**

Please review the list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Camryn H... (001001450)	May 1 Wednesda (2024)	1:00 PM to 5:30 PM
Camryn B... (001007005)	May 1 Wednesda (2024)	11:30 AM to 5:30 PM
Madison B... (001001000)	May 1 Wednesda (2024)	1:00 PM to 5:30 PM
Emmett G... (001000110)	May 1 Wednesda (2024)	11:30 AM to 5:30 PM
Benjamin D... (001007500)	May 1 Wednesda (2024)	1:00 PM to 5:30 PM

[Previous](#) [Next](#) [Cancel](#)

- 10) On Prompt 3. **Test Information** is a checklist of various s allowed items and proctoring parameters. Select the items that students in the classroom will be allowed to use during this test. *Only items selected by you are allowed in the DS Test Center.*

[1. Test details](#)
[2. Students](#)
[3. Test Information](#)
[4. Submit changes](#)

3. Test Information for 20526 MATH1242 sect. 005 Lecture (202410)

TEST PROCTORING REQUIREMENTS

Best form of contact during the student's reservation time:

* Email, gchat, phone call, or TA's email:

Select only the items that you **ALLOW** for the entire class. Items left unchecked **WILL NOT BE ALLOWED**.

Foreign Language Test:

☐ Audio File for listening portion of test (uploaded in DS Portal)

Personal Laptop or Other Device:

☐ Personal laptop, tablet, or e-reader device

Calculator:

☐ NO calculator allowed for this test

☐ Any calculator allowed

☐ Specific calculator allowed. Indicate the type/model below

- 11) Towards the bottom of the **Test Information** checklist is a section to indicate any special software requirements for an online test.

Specific Course Software Required for the Test/Exam:

Select the software you require for test/exam, if any

Test Center cannot support LockDown Monitor or webcam requirements. The Test Center is under camera surveillance.

☐ Respondus LockDown Browser - log in directly through LockDown Browser application

☐ Respondus LockDown Browser - log in through Canvas first

☐ ArcGIS - Arcmap

☐ SAS

☐ IBM SPSS Statistics Data Editor

☐ MOSAIC

☐ ATI

☐ CodingRooms

Other (Professors must provide software installer for software not available in DS Test Center):

12) The final step on Prompt 3 is to select the **Test Delivery** and the **Test Return** options. Once selected, click "Next" to continue.

Test Delivery Options:

Please select a test delivery option (Required)

* Delivery (Required)

☐ Deliver the exam to DS Test Center at least one (1) day before the test date

☐ Upload the exam to the DS Portal NOW (Upload on the next screen)

☐ Upload the exam to the DS Portal at least 3 hours/12 hours for Finals before the DS reservation start time

☐ This is a COMMON FINAL EXAM that will be HAND DELIVERED my the Department.

☐ This is an ONLINE exam being proctored in the classroom.

Provide PASSWORD for online exam as needed

☐ No PASSWORD Required for Online Test

Test Return Options:

Please select a test return option (Required)

* Return (Required)

☐ Scan and email to instructor's UNC Charlotte email address

☐ Instructor will pickup from DS Test Center (FRET 230).

☐ This is an Online exam

Previous

Next

Cancel

13) On Prompt 4. **Submit Changes**, review the test details you have confirmed/entered. You can upload any test material(s) here.

[1. Test details](#)
[2. Students](#)
[3. Test information](#)
[4. Submit changes](#)

4. Confirm exam details for 20526 MATH1242 sect. 005 Lecture (202410)

Review the information below. The "Test details" section should reflect the In-Class date/time of the standard test for all students. Remember that the "Test details" should **not** included extended test time accommodations.
Click 'Submit changes' at the bottom of this page to confirm the test.

Test details

20526 MATH1242 sect. 005 Lecture (202410)

Wed May 1, 2024 . 3:00pm - 6:00pm

Test information

Email, gchat, phone call, or TA's email: 7046870040

Any calculator allowed yes

Gradescope Bubble sheet provided by professor yes

Hardcopy formula sheet provided with test yes

Delivery (Required) Upload the exam to the DS Portal NOW (Upload on the next screen)

Return (Required) Scan and email to instructor's UNC Charlotte email address

14) Under the **File upload** section, upload any test materials (i.e. the test, periodic table, formula sheet, audio file, etc.)

a. If all the information is correct, click **Submit Changes**.

File upload

If you are not able to upload your exam here, a paper copy of the exam materials for each student testing in DS must be delivered to Fretwell 230 at one (1) day before the scheduled test/exam.

If you are replacing the test material(s), please also notify us immediately via email to dstestcenter@charlotte.edu so that we can provide the student with the most recent test materials.


Select test/exam file to submit:

Select file...

No records to display.

Previously uploaded tests:

Please note that you must click the [Submit changes](#) button in to confirm your test with us.

 [Please print a copy for your records.](#)

Click "Browse" to upload a file from your computer

For any questions, email dstestcenter@charlotte.edu, or call (704) 687-0040
