

How to Create the Alternative Testing Agreement in Your MyDSS Instructor Portal

The Disability Support Services (DSS) department provides Alternative Testing Services for instructors who have students who qualify for alternative testing accommodations under the ADA.

The Alternative Testing Agreement serves to communicate your in-class and/or remote testing conditions to DSS Proctors, to best replicate the conditions in your classroom/testing environment.

Please remember that the information you provide will be applied to all tests your students take for your course throughout the quarter. For testing conditions related to a specific exam, please inform DSS through email or by following the **Exam Instructions** guide on the DSS Intranet page.

You will only need to fill out one testing agreement per course, and only if you have a student who qualifies for alternative testing accommodations.

You can access the Alternative Access Agreement from the student's Notice of Accommodation letter that was sent to your email, OR through your MyDSS Instructor Portal.

[Step 1a: How to Access the Alternative Testing Agreement in your MyDSS Instructor Portal through your Email](#)

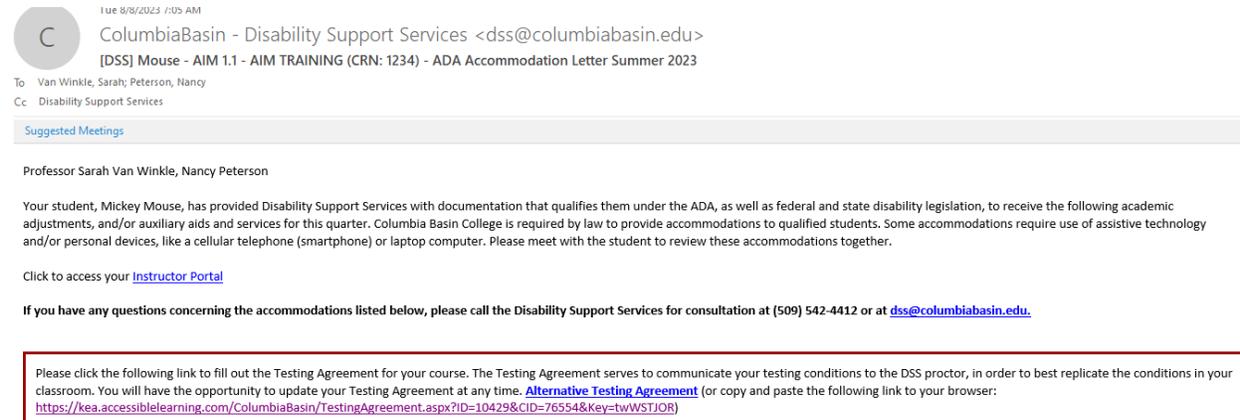
When a student submits a Notice of Accommodation letter to their instructor, the letter will be sent to the instructor's CBC email address.

The email subject will be formatted as: '[DSS] Student's Last Name – Course Name - (CRN: #####) - Notice of Accommodation Letter Term'

The sender address will be 'dss@columbiabasin.edu'

For students with Alternative Testing Accommodations, the email will include a red box with a link to the **Alternative Testing Agreement**.

Click the link.



You will be directed to the **Alternative Testing- Alternative Testing Agreement by Instructor** page in your MyDSS Instructor Portal.

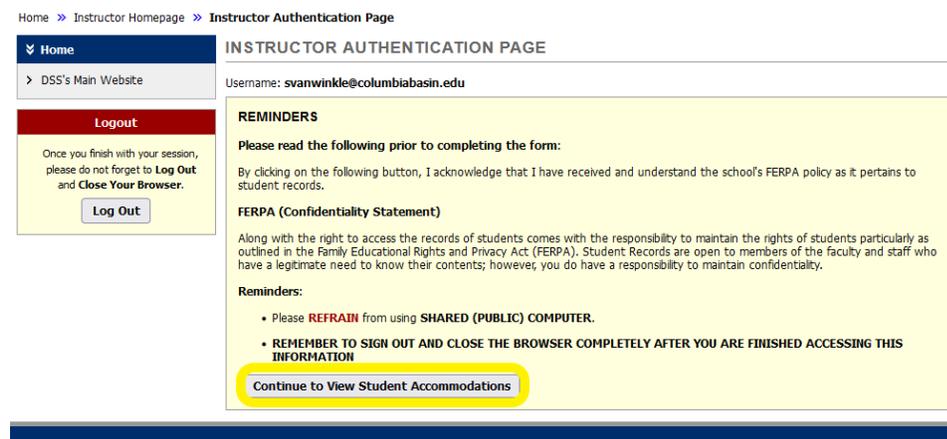
Continue to **Step 2** of this guide.

Step 1b: How to Access the Alternative Testing Agreement in your MyDSS Instructor Portal

You can access the Instructor Portal through the link in the Student's Notice of Accommodation letter, the DSS Intranet page, or here: [MyDSS Instructor Portal Sign In Link](#)

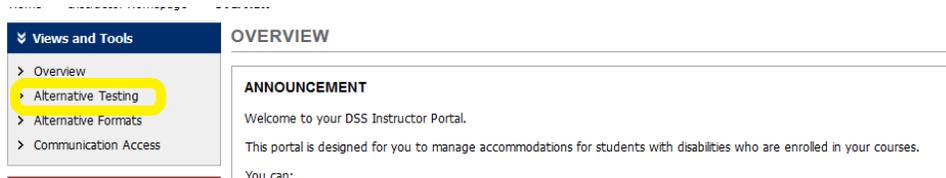
You will then be directed to your **Instructor Authentication Page**.

Click the **Continue to View Student Accommodations** button.



You will be directed to your MyDSS Instructor Portal **Overview** page.

In the **Views and Tools** sidebar menu, click on the **Alternative Testing** link



You will be directed to the **Alternative Testing** page.

Select the class for which you are going to complete the Alternative Testing Agreement

Click the **Continue to Specify Alternative Testing Agreement** button



You will be directed to the **Alternative Testing- Alternative Testing Agreement by Instructor** page in your MyDSS Instructor Portal.

Continue to **Step 2** of this guide

[Step 2: Filling out the Alternative Testing Agreement for your course:](#)

The Alternative Testing Agreement has 4 questions that will assist DSS proctors in best replicating the testing conditions in your classroom.

In the **Alternative Testing Agreement** section:

1. Indicate whether you allow your students to use any specific testing materials on exams. (For example, a calculator, limited notes, a periodic table, etc.)
2. Provide any additional information you would like DSS proctors to know, or instructions to follow. (For example: Collect math homework and deliver to Instructor along with completed test.)
3. Decide how you would like DSS to deliver completed exams to you.

In the **Exam Types** section:

List the regular class exam length for each of the 3 exam types.

In the **Additional Information** section:

Provide a phone number where the DSS proctor can reach you if necessary.

Click the **Submit Alternative Testing Agreement** button.

This will notify DSS of your students' testing conditions.