

How To Upload Exams & Specify Testing Instructions

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 MyDSS system gives instructors the option of uploading exams directly to their Instructor Portal for DSS proctors to print and administer.

The MyDss system also gives instructors the option of specifying testing instructions for specific tests. While the Alternative Testing Agreement is applied to all tests, Exam Instructions are applied to only the specific test in question.

DSS requests that instructors fill out the **Exam Instructions for every test.**

Step 1: Receive the 'Testing Request Approved' Notification

When DSS proctors approve a testing appointment request, the MyDSS system will send a notification email to the instructor's email address. The email notification will state the student's name, course, testing date & time, and approved testing accommodations. Underneath the testing information, there will be a link to '**Upload Exam or Exam Instruction.**'

Step 2: Click the Upload Exam or Exam Instruction Link:

The link will direct you to the **Submit Exam Electronically and Exam Instruction** page on the Instructor Portal.

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

 <p><u>UPLOAD EXAM</u></p>	 <p><u>EXAM INSTRUCTION</u></p>	<p>Questions? Contact</p> <p>Please contact our off questions regarding Al</p> <p>If you have any q Testing Process o appointment, ple: dss@columbiabasij office at (509) 5 hours: M-Th 8:00:</p>
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Step 2.1: Click on **Exam Instructions:**

You will be taken to a page with 2 questions. Please answer the 2 questions. This assists proctors in best meeting the conditions in your classroom.

Additional Exam Instructions

1. **What date & Time will this exam be taken in class (ex. 10/13 at 12:00p.)? ***
2. **Additional Instructions (if none, put N/A) ... ***

Click the **Submit Exam Instruction** button.

You will be directed back to the **Submit Exam Electronically and Exam Instruction** page. The specific exam instructions will be sent to DSS proctors. You can change your exam instructions at any time before the test is proctored by following the same process.

Step 2.2: How to Upload an Exam:

From the **Submit Exam Electronically and Exam Instruction** page on the Instructor Portal, click the **Upload Exam** link.

Click **Browse** to find the file on your computer.

Please indicate whether you want DSS proctors to use the same version of the exam for all DSS students in your course

Click **Upload Exam**.

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD INSTRUCTION

- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **AIM 102.1 - AIM TRAINING (CRN: 99885)**

Exam File Note (Optional):

Same Exams for Everyone: **No**

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: **No file selected.**