

How to Submit a Testing Contract:

- Instructors can find the testing contract link in the faculty notification letters that they receive from students with “alternative testing” accommodations.
- It can also be found by logging into the [SDS Online Services](#)
- Once logged into the instructor portal, you will be prompted with the “Access Policy” screen. Select “Continue to View Student Accommodations”
- On the next page, select the “Alternative Testing” tab in the left-hand menu. At the top-right side of the page, select the “Alternative Testing Agreement” tab.
- You’ll see a list of your courses at the bottom of the page. Select “Specify” next to the appropriate course to complete the testing contract.
- Complete all fields and checkboxes in the “List of Questions” section of the Alternative Testing Agreement. Please be sure to also include your phone number in the “Contact Information” section (students will not be able to view your phone number).
- After answering all fields, select “Submit and Continue to Specify Exam Dates” at the bottom of the page .
- Once submitted, list all assessment dates (quizzes, midterms, and finals) and the standard exam length for each proctored exam in the course. These exam dates will be displayed in the “List Exam Dates” section. Entering these dates in advance allows students to schedule their accommodated exams with SDS in a timely manner. SDS students can only schedule exams for dates that you specify in the testing contract. If no exam dates are listed, SDS students will be unable to submit their exam request.
- You can review and modify your exam date entries in the “Exam Dates” tab of the “Alternative Testing” page.
- You also have the option to upload exam files ahead of time in your “Upcoming Exams” tab of your “Alternative Testing” page. If you only have Canvas exams in the course, you do not need to upload any files. You can always email an exam file to sds@usfca.edu if you are unable to upload.