

USF Student Disability Services

Alternative Testing Contract

To ensure your exams are proctored appropriately, please complete the following Alternative Testing Contract. Faculty only need to complete the Alternative Testing Contract one time per course. If the contract is being completed for multiple sections, please note if there are any differing exam dates.

Professor Name:

Course Subject:

Course Number:

Course Section(s):

Course Name:

Please provide the exam date(s) and standard length(s) of time for each. Note that students will not be able to submit exam requests at the SDS office without confirmation of the exam date.

1. Please indicate what may be allowed or needed for the test:

- Open Note (Specify below: Handwritten and/or typed notes, electronic notes, paper/notecard size, front and back, etc.)
- Open Book
- Basic 4-function calculator
- Scientific calculator
- Graphing calculator
- Open Internet access (via student's personal laptop)
- Other (Specify below)
- None of the above

2. Exam Delivery Method:

- Professor will upload to mySDS Online Services
- Professor will drop off in person
- Student will pick up exam from professor and deliver exam in sealed envelope
- Canvas WITH LockDown Browser
- Canvas WITHOUT LockDown Browser

3. Exam Return Method:

- Student Return (Specify below – Students may NOT slide exam under doors – please provide a secure mailbox/location)
- Professor Pick Up
- Canvas Submission
- Scan/Email (Disclaimer: Scanned exams may take up to 5 business days to be returned)

4. Should this exam be taken at the same time as the class?

- Yes (Our proctoring hours are Monday to Friday, 8:30 AM to 5:00 PM. For classes that take place outside of our hours, we will schedule the exam as close to the start time as possible.)
- No (Students will be allowed to schedule the exam any time on the same day. Students will not be allowed to schedule their exam on a different day, unless SDS receives Professor approval via email or if indicated below.)

5. Is this a computer based exam other than Canvas? If yes, please specify which programs are allowed (Excel, Python, etc.)

- Yes (Specify below)
- No

6. Preferred Method of Contact During Accommodated Exam (so that SDS students have equal access to instructor):

- Call (Please provide phone number below)
- Text (Please provide phone number below)
- Email (we will contact your USF email address)
- I will come to the SDS office during the exam to check in with student(s)

Thank you for completing the Alternative Testing Contract! Please email a copy of this document to sds@usfca.edu. You should receive a confirmation email that this form was received and submitted on your behalf.

To make any changes, you may access the contract through [mySDS Online Services](#) (Alternative Testing tab on the left once you're logged in).

Otherwise, please contact us if any changes need to be made:

sds@usfca.edu

(415) 422-2613

Gleeson Library, Lower Level 20