

Instructor Portal Test Confirmation Guide

Instructors should discuss Accommodation Letters with each student at the beginning of the semester to determine which accommodations are needed and how they will be provided. Instructors and students should discuss which testing accommodation option will be used: testing accommodations provided by instructor, use of departmental testing space, or reserving space at the new Campus Testing Center (CTC) or in the SSD Assistive and Education Technology Center (ATEC).

Instructors only need to use the SSD Instructor Portal if they will be confirming tests for students testing in the Campus Testing Center (CTC) or in the SSD ATEC Lab. Instructors providing testing accommodations directly or within departmental testing spaces do not need to go through the SSD Instructor Portal confirmation system.

1. On the Welcome Page there is a brief overview of how to utilize the Instructor Portal and information on how students request testing accommodations for the CTC or SSD ATEC Lab. To proceed, instructors should navigate to the top of the page and click on the **courses tab** to confirm individual student test requests with the Campus Testing Center.

SSD Test Module:

New Resource for Providing Accommodations: Campus Testing Center

Testing and Evaluation Services and SSD are piloting a NEW Campus Testing Center for the 2021-2022 academic year. Instructors and students will need to reserve space in advance in order to use the Campus Testing Center. The Test Module will open for test reservations on September 1st, 2021. More information regarding providing testing accommodations and using the CTC is available on the [Using Testing Accommodations page](#).

Reserving testing space in the Campus Testing Center & SSD ATEC Lab

- 1) **Standard test request procedures:** All test requests from students for the Fall semester must be made **10 business days (2 weeks) prior** to the test date in the SSD Student Portal. Instructors must confirm student test requests 5 business days (1 week) prior to the scheduled test date in the SSD Instructor Portal.

****At the beginning of the Fall 2021 semester, students will be able to submit test requests 7 business days (1 week) prior to the requested test date and instructors will need to confirm tests 3 business days prior to the test date. Starting September 25th, students must follow standard test request procedures.**
- 2) After a student requests a test time, an email containing the next steps for confirmation will be sent to the student and the instructor.
- 3) Instructors will need to confirm a student's test request through the SSD Instructor Portal no later than **5 business days (1 week) prior to the test date**.
- 4) Instructors must submit tests to CTC via email (campustesting@utlists.utexas.edu) at least 24 hours before the exam.
- 5) Students testing at the CTC or ATEC Lab are expected to uphold UT's dedication to **academic integrity** by following the [Student Honor Code](#). Students found in violation of the UT Honor Code will be referred to the office of [Student Conduct and Academic Integrity](#) for investigation and potential disciplinary action.

Need more help?

If you have additional questions or concerns regarding a student's accommodations, please contact the student's assigned Disabilities Services Coordinator at SSD. Their contact information is located at the bottom of the accommodation letter(s).

Depending on the students who have received SSD accommodation letters for your course(s), you may have one or more courses listed. If a course you teach is not listed, it's because a student has not requested letters for that course. Please be aware that the list can change throughout the semester since students can register with SSD and request Accommodation Letters throughout the semester

2. Navigate to the options column and click on the link for *Tests and Exams*. If there is a star located next to the link, it means there is at least one future test request in the system for the specific course. Click on the Test and Exam link to view a full list of the tests students have requested to take at the CTC or SSD ATEC Lab.

Courses	Accommodation letters	Help
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Courses Show term:

Announcement:

New Resource for Providing Accommodations: Campus Testing Center

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Notice:

It is very important for students and instructors to discuss which accommodations may be necessary based on the structure of the course (online, hybrid or in person). Some accommodations may already be built into online course design, while other accommodations may still need to be provided on an individual basis. Students and instructors are highly encouraged to visit SSD's website for information about how accommodations may or may not apply to online classes, visit the [Providing Accommodations and Instructional Continuity page](#)

For each course below, you can view the students who have requested accommodation letters and view tests requested to be proctored by the Campus Testing Center (CTC).

If a course(s) you teach is not listed below, that is because no student has requested an accommodation letter for that course at this time. Accommodation letters are only made available via the SSD Portal after a student submits a request to SSD for their letters. Students can register with SSD throughout the semester, meaning the list below may change as the semester progresses.

Course	Options
SSD Portal 101 SECTION: 10001 (TERM: 9)	Accommodation Letters ★ Tests and Exams



★ indicates that there is at least one future test/exam in the system for the course

3. The *Scheduled Tests and Examinations* page is the location of all the requested test dates students have made for the selected course. Each course will have a test list page to help instructors manage and check on test requests throughout the semester.
 - The columns on the table are listed as the *Type of Test*, *Date of the Test*, *Class Test Time*, *Previously Confirmed*, *Submitted File*, and an *Action* column where you can click the link titled *Confirm/Edit* to enter the Request Confirmation Module.
4. Start with the closest upcoming test request date, go to the date of the test that needs to be confirmed, then go to the *Action Column* and click the *Confirm/Edit* link to continue through the module.

[Courses](#)
[Accommodation letters](#)
[Help](#)

Scheduled tests and examinations for:

SSD Portal 101 section 10001 (9): AYALA, V (2021 Aug 21 to Dec 31)

Below are the test dates/times that students have requested to take with the Campus Testing Center. In this module, you can confirm the test date and time, submit information about the test, and upload test materials.

If you **do not** confirm the test request, please contact the student directly. The student should cancel the current request and reschedule the test through the Student Portal.

Instructors will need to confirm **each individual student's test request** through the SSD Instructor Portal no later than 5 business days (1 week) prior to the test date.

Questions related to testing accommodations should be directed to the students Disability Services Coordinator.

To provide information or instruction related to the administration of a test, or to deliver test materials contact the Campus Testing Center (campustesting@utlists.utexas.edu).

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	February 14 Monday (2022)	11:00 AM (75 minutes) <i>Last modified: 2021-08-30</i>	No		 Confirm/Edit
Test	September 8 Wednesday (2021)	9:00 AM (60 minutes) <i>Last modified: 2021-08-30</i>	No		 Confirm/Edit
Test	September 7 Tuesday (2021)	9:00 AM (60 minutes) <i>Last modified: 2021-08-31</i>	No		 Confirm/Edit
Test	August 27 Friday (2021)	9:00 AM (60 minutes) <i>Last modified: 2021-08-20</i>	No		Passed cutoff - please call or email



[Back to course list](#)

5. On the *Test/Exam Information Page* the date and time listed should match the course information for the test. Clicking next will lead to the student request page where the students' requested time will be displayed.

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

1. Test / Exam Information

Please follow the steps in this module to confirm pending CTC test requests.

Course: **SSD Portal 101 sect. 10001 (9)**

Below is the date and time the student entered as the class time for the test. In the case you have allowed a student to test at a different time than the class, the alternative time should be listed below.

On the next page, you can view each student's request. You will be able to confirm each request or decline confirmation. You must complete this entire module in order for tests to be booked.

Date of test:


Test start time:

Test end time:



6. Step 2 lists all individual student requests for that specific test. On this page, instructors can reference the test request list, which provides instructors the student name & EID, Date, Time and Acknowledge receipt. Reminder: students should have spoken with the instructor about their test times before booking any tests.
- Looking at the test request table, instructors will either choose “confirm” or “do not confirm” for the test request in the *Acknowledge of Receipt Column*. If instructors decline to confirm a test request, (for example, the student requested the incorrect date/time/length of time), instructors should contact the student in order to have them correct the request. The student will need to cancel the existing request and submit a new test request with the correct date and time. After choosing a confirmation option, click the next button to move on to the next step.

[1. Test details](#)

2. Students

[3. Test Information](#)

[4. Submit changes](#)

2. Students scheduled to-date for SSD Portal 101 sect. 10001 (9)

Below is the list of students that have requested to take this test with the Campus Testing Center. Please review this list and submit an action for each request. You must complete this entire module in order to submit information to the Campus Testing Center.

Instructors must confirm a student’s test request through the SSD Instructor Portal no later than **5 business days (1 week)** prior to the test date.

If this test request is incorrect and should be canceled or edited, please contact the student directly. The student should cancel and reschedule the test through the SSD Student Portal.

Student Name & ID	Date	Time	Acknowledge receipt
The Tower (ABC1234)	February 14 Monday (2022)	10:00 AM to 12:00 PM	<input checked="" type="radio"/> I confirm this test request and agree to provide a copy of the test to the Campus Testing Center at campustesting@utlists.utexas.edu a minimum of one business day before the test date. <input type="radio"/> I do not confirm this test request to be accurate. If this test request is incorrect and should be <u>canceled or edited</u> , please contact the student directly.

7. Step 3 will provide additional information for methods of test delivery to and from the CTC or SSD ATEC Lab, test resources, specific instructions to student, proctor or CTC staff, and information on time allotments.

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

3. Test Information for SSD Portal 101 sect. 10001 (9)

Declined Test Request:

All students who've been declined confirmation, will receive the reason you provide below.
Reason for declining request:

Approved Test Request:

What is the duration of the test in class? (The time allotment will be adjusted accordingly)

Test duration:

45 minutes

Please indicate the method in which you will deliver the test to CTC:

Email to Hand deliver to CTC: SZB 5th floor, Suite 5.102,
campustesting@utlists.utexas.edu Hours: M - F 8am - 5pm

Please indicate the delivery method in which you would like to receive the completed test:

Email scanned copy Hold for pick-up at CTC: SZB 5th floor, Suite 5.102,
Hours: M - F 8am - 5pm

Sent via student in sealed and signed envelope

Please specify any additional resources to be used during the exam?

Calculator
 Scratch Paper
 Sheet of notes
 Open book
 Open notes
 Orange scantron: Sstandard A- D (provided by instructor)
 Green scantron: Extended A- E (provided by instructor)

Additional Approved Resources

Please specify instructions to be given to the student, proctor or CTC Staff.

For student:

For Proctor:

Email to (instructor@email)questions for response fro

Previous Next Cancel



8. The last step is the confirmation page. Instructors should review test details and test information for accuracy. If there are errors or edits needed, instructors can navigate back to previous pages by either using the Back button or navigating through the module with the left side panel. To save and confirm the test information in the module, instructors must click the **Submit Changes Button** or the confirmation will not be sent to the CTC.

[1. Test details](#)

[2. Students](#)

[3. Test Information](#)

[4. Submit changes](#)

4. Confirm exam details for SSD Portal 101 sect. 10001 (9)

Please review the information below. If you have any questions or concerns regarding this test reservation please contact the Campus Testing Center at campustesting@utlists.utexas.edu.

Note: If you prefer to submit a hard copy of the test, or have booklets and/or scantron sheets, these materials must be delivered to the Campus Testing Center ([George I. Sánchez Building](#), SZB 5th floor, Suite 5.102, hours of operation 8am - 5pm Monday- Friday) at least one business day in advance of the scheduled test date.

Test details

SSD Portal 101 sect. 10001 (9)
Mon February 14, 2022 . 11:00 AM - 12:15 PM

Test information

Test duration:	45 minutes
Options for delivering exam to CTC	Email to campustesting@utlists.utexas.edu
Options for receiving completed exam from CTC	Email scanned copy
Calculator	yes
Scratch Paper	yes
For Proctor:	Email to <a 260="" 760="" 793"="" 925="" data-label="Text" href="mailto:(instructor@email)questions for response from instructor or TA.</td></tr></tbody></table></div><div data-bbox="><p>Please note that you must click the 'Submit changes' button at the bottom of this page to submit information regarding this test, as well as confirmation status.</p>

The submission process can take 1-2 minutes to connect to our system. Please **do not** click the 'Cancel' button, refresh the page, or go back while the changes are saving, as this may result in failure to sync.

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

Previous

Submit changes

Cancel



As a reminder, instructors will need to check student test request confirmations after receiving an email notification with the subject line “CTC Test Request: Next Steps for portal confirmation for Course Name”.

[Courses](#)

[Accommodation letters](#)

[Help](#)

Test / Exam submission complete

Thank you for submitting information for this test, and entering a confirmation status.

The student will be notified of the status you selected, with any next steps that should be taken.

[Back to courses list](#)

[Back to test listing](#)

[Logout](#)

ClockWork Online Student Access

For confirmed test reservations, an email requesting materials will be sent to the instructor(s). Instructor(s) can email materials to campustesting@utlists.utexas.edu or drop off materials in person at the CTC (George Sanchez Building, SZB 5.102) at least 24 hours before the exam.