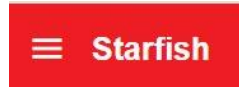


Instructors Guide: Faculty Notification Accommodations, Test Proctoring Procedures, and Test Submission Process

HOW TO FIND YOUR STUDENTS ACCOMMODATIONS: (Two Options)

OPTION ONE:



- Step 1:** Log into the **Single Sign-On Portal**
- Step 2:** Select the **Starfish Tab**
- Step 2:** Select the **Student Tab**
- Step 3:** Select **Review My Tracking Tab**
- Step 4:** Can view all your Students with Accommodations

02-21-2024 Starfish	<p>Course Comment: Student is eligible for 1.5x extended time for in-person courses. The student will need to make an appointment and then the instructor will be able to upload the exam.</p> <p>Test proctoring: For use in person classes, students will take a proctor test online through Canvas. I will assign the student 1.5x time on Canvas and also can schedule through DSPS or take at home. This also allows a one-to-one and exam for 3 minutes. Can't give the test to take exam with extended time, as it is better to provide it on Canvas where they can take the question and monitor the answer?</p> <p>Test Proctoring: In Lab</p> <p>Thank you for reaching out. Yes, you may administer the oral exam in person. We have not received any feedback from the student regarding the oral exam. Given the nature of your course, it would be ideal for the student to complete the exam with you to allow for proper evaluation.</p> <p>Best, Elizabeth Perez DSPS Specialist</p>
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Accommodations Your Students May Have:

- Online Extended Time (1.5x)
- Test Proctoring (1.5x)
- Otter AI (Speech-to-Text) Facilitated by DSPS.
- Kurzweil 3000 (Text-to-Speech) Facilitated by DSPS.
- Furniture Accommodation (Desk, Table, & Chairs) Facilitated by DSPS.

OPTION TWO:

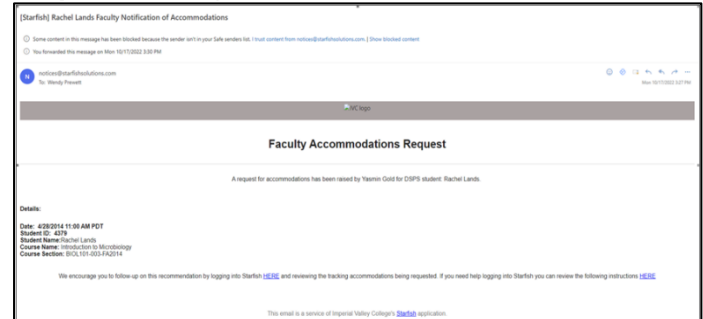
Step 1: Receive an email:

From: notices@starfishsolutions.com

Titled: Faculty Accommodations Notifications

Step 2: Click the [HERE](#) hyperlink included in email.

Step 3: View all your students with accommodation.



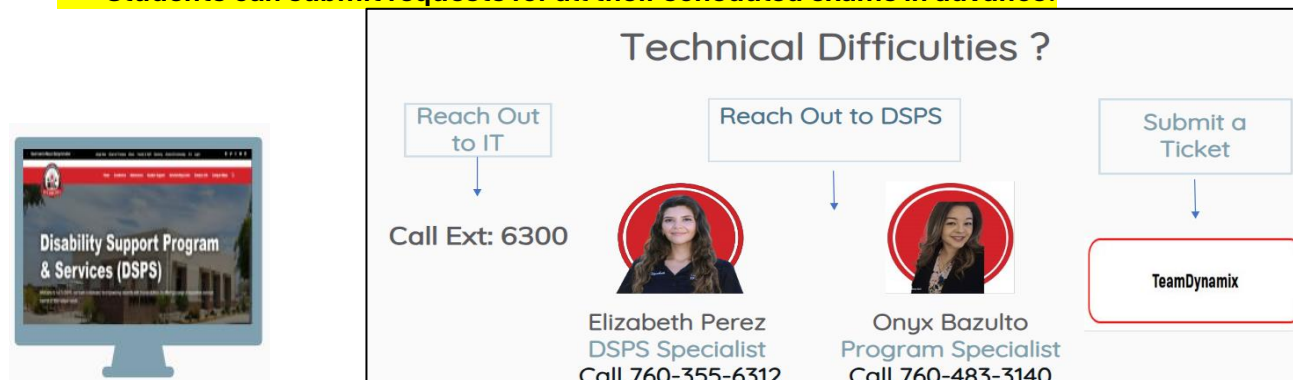
Not all accommodations require faculty's involvement only the following:

- Volunteer Note taker
- Medical breaks
- Online Extended Time Exams (1.5x)
- Submitting Test Submissions for Test Proctoring Requests

TEST PROCTORING PROCEDURES:

Test Proctoring is available by appointment **only** for students who qualify for extended time on exams and/or distraction-reduced environment. DSPS uses a surveillance monitoring system to proctor exams.

- Test Proctoring Requests are submitted on the DSPS Homepage: www/imperial.edu/dsp.
- All requests must be received **5 Days in advance**.
- Student may schedule a TP appointment between the following times: **Monday-Friday: 8:00am-11:00am and 1:00pm-3:00pm.**
- If the exam takes place after DSPS office hours, the student will need to communicate with instructor and DSPS Specialist to agree on a different time.
- **Students can submit requests for all their scheduled exams in advance!**



HOW TO UPLOAD EXAMS FOR TEST PROCTORING: (3 OPTIONS)

OPTION ONE: Using Hyperlink

Step 1: Student will submit a Test Proctoring Request on the DSPS Homepage.

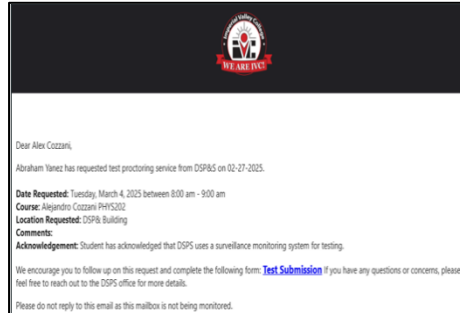
Step 2: Instructor will immediately be notified of the students Test Proctoring Request (via email).

From: noreply@imperial.edu

Titled: Test Proctoring Request: G00_____

Step 3: Instructor submits/uploads the exam using [Test Submission Hyperlink](#) provided (via email)

Step 4: Complete Instructor Test Submission Form:



OPTION TWO: Using the DSPS Homepage

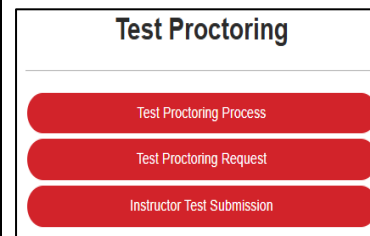
Step 1: Visit the DSPS Homepage:

www.imperial.edu/dsp

Step 2: Scroll down to view **Test Proctoring**

Step 3: Select **Instructor Test Submission**

Step 4: Complete **Instructor Test Submission Form**



OPTION THREE: Using Team Dynamix:

Step 1: Log into **Portal Guard**

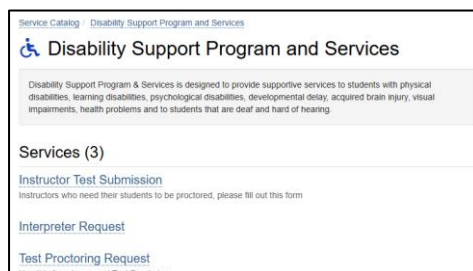
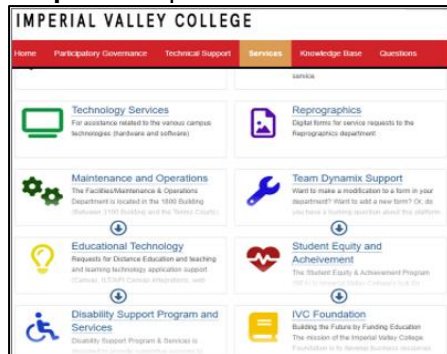
Step 2: Select **Team Dynamix**

Step 3: Select the **Services Tab**

Step 4: Scroll down the services catalog and select the **Disability Support Program and Services** category.

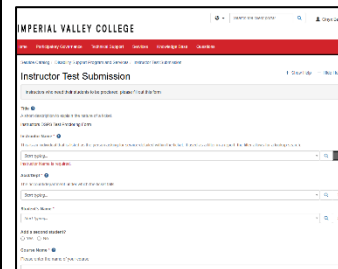
Step 5: Select **Instructor Test Submission**

Step 6: Complete **Instructor Test Submission Form**



INSTRUCTORS TEST SUBMISSION FORM:

ENSURE TO ANSWER ALL QUESTIONS COMPLETELY



- Instructor's Name:** *Prepopulated*
- Acct/Dept:** *Prepopulated*
- Student/s Names:** (Can list more than 1 student)
- Course Name**
- Room Location**
- Date & Time of Test**
- Minutes Allowed for Test in Class**
- Allowable/Required Test Materials**
- Test Delivery Options:**
 - Deliver to DSPS
 - Upload Exam
 - Deliver to DSPS lockbox
 - Deliver to DSPS mailbox/building 904
- Test Return Options:**
 - Scan and Email (highly preferred)
 - Deliver to Division
 - Will Pick-Up at DSPS