How can instructors/faculty approve a requested test using the DS Faculty Portal?

Tell Me

When a student requests to take a test, quiz, or Final Exam at the Disability Services (DS) Test Center, faculty/instructor will receive an email notification. Faculty/instructor is expected to review the test date and time, approve the request, provide proctoring information, and upload the test materials if possible. The following instructions explain how to review test requests, approve them, provide proctoring information, and upload the test materials.

1. Go to DS Portal.
2. Click on DS Faculty Portal.
3. Click on Courses.
4. Login using your NinerNet username and password.
5. The Courses tab opens. The courses that you are teaching are listed here. A yellow star (🌟) indicates that at least one student has requested a test/exam in the system for the course.
6. Click on the **Tests and Exams** link to confirm the requested Test/Exam for that course.

7. The **Tests and Exams** page opens. A list of students requested tests/exams is here. Click **Confirm/Edit**.

8. **You will need to confirm each exam individually**

9. The **Test Details** page opens viewing the class test date and time which were provided by the student. Review the test, date, and time. If the information is incorrect, make changes as needed. Click **Next**.
10. The **Students** page opens. The students who have requested to take this exam in the DS Test Center are listed here. The test times listed may vary for each student due to extended time accommodations and/or conflict with other courses. Click **Next** to continue.

11. The **Test Information** page opens. A list of items are displayed. **Select the items** you allow all students for that test. Only items selected by you are allowed in the DS Test Center. Please **complete all information** to ensure proper test administration.

12. Next, **select software** required for the test/exam, if any.

13. Select the **Test Delivery** and the **Test Return** options. Once selected, click **Next** to continue.
14. The **Submit Changes** page opens. **Review the test details:** you can upload any test material here.

15. If all the information is correct, click **Submit Changes**

   - **Please note** that you must click the Submit changes button in order to confirm your test with us.
   - Please print a copy for your records.

16. See this flyer for a quick guideline.

17. For any questions, email dstestcenter@uncc.edu, or call (704) 687-0040

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**Related FAQs**

- How can instructors/faculty approve a requested test using the DS Faculty Portal?
- How can instructors/faculty view and acknowledge accommodation letters in the DS Faculty Portal?