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

   You will need to confirm each exam individually

   ![Image of test details]

   **Scheduled tests and examinations for:**
   
   **BIOL 2000 section 001 (201708): Khaleel Elshabazi**
   
   Below is a list of tests/exams that students in your courses have requested to take with accommodations in DS Test Center. Click the "Confirm/Edit" link corresponding to each test for which you are providing information or materials.

   **Tell us about an upcoming test**
   
   **Date of test:** [ ] [Add this test]
   
   **Test Type:** [ ]
   
   **Class test time:** [ ]
   
   **Previously Submitted Action:**
   
   - [ ] Confirm/Submit
   - [ ] Confirm/Submit
   - [ ] Confirm/Submit
   - [ ] Confirm/Submit

   **Back to course list**

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**.

   ![Image of test details]

   **1. Test / Exam Information**
   
   **Course:**
   
   **BIOL 2000 sect. 001 (201708)**
   
   This student has requested to take a test at the date and time indicated below. Please note that the length of the test below does not include the student's extended time.

   If the below information is not accurate, please enter the original test start and end times manually, or click on the clock icons to pick from a list. The Portal system will calculate and apply appropriate time extensions based on accommodations.

   If you must cancel this test/exam, contact DS Test Center at (704) 687-0040 or via email at dsctestcenter@uncc.edu.

   **Date of test (yyyy-mm-dd):** [ ]
   
   **Test start time:** [ ]
   
   **Test end time:** [ ]

   **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.

   ![Image of students]

   **2. Students scheduled to-date for BIOL 2000 sect. 001 (201708)**

   Below is the list of students who have requested to take this test with DS Test Center so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

   **Student Name:** [ ]
   
   **John Doe**
   
   **Complete all information**

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.

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?