

CASS Procedure to log into Faculty Portal and fill out Alternative Testing Agreement

The Center for Accommodations and Support Services (CASS) is using a new Software System called AIM (CASS Portal).

The link to access your Faculty Portal is as follows

<https://bear.accessiblelearning.com/UTEP/instructor/>

STEP 1

Please log in to your Faculty Portal to see your Dashboard.

The screenshot displays the 'OVERVIEW' page of the CASS Portal. The breadcrumb trail at the top reads 'Home > Instructor Homepage > Overview'. On the left, there is a 'Login As Feature' section with a 'Return to Staff' button, and a 'Logout' section with a 'Log Out' button. Below these is a 'Views and Tools' sidebar with a dropdown menu containing 'Overview', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', and 'Deaf and Hard of Hearing'. The main content area is titled 'OVERVIEW' and includes a 'Return to Staff' button, a 'Previous Term' link, and a 'Next Term' link. A 'Term: Spring 2021' is displayed. There is a 'Click to Expand Advanced Search Panel' button and a 'Sort Result:' dropdown menu set to 'Last Requested (Newest F)' with a 'Sort' button. Below this is a section titled 'LIST OF STUDENTS WHO REQUESTED ACCOMMODATION' with a legend: TEST: Alternative Testing, DHOH: Deaf and Hard of Hearing, TEXT: Alternative Formats, and NOTE: Notetaking Services. At the bottom, there is an 'Export Search Result To CSV (Comma-Separated Values) File' button and a dropdown menu for 'Alphabetically' and 'Accommodation Requests'.

In your Dashboard you can find the information for students that have requested accommodations for all of your classes.

You can also find Alternative Testing, Alternative Formats, Notetaking Services, Deaf and Hard of Hearing information.

STEP 2

On your Dashboard select “Alternative Testing”

Home » Instructor Homepage » Overview

Login As Feature

Return to Staff

Views and Tools

- Overview
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

OVERVIEW

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Spring 2021 Next Term

Click to Expand Advanced Search Panel

Sort Result: Last Requested (Newest First) Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- TEST: Alternative Testing
- TEXT: Alternative Formats
- DHOH: Deaf and Hard of Hearing
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: Alphabetically Accommodation Requests

Select the class for which you would like to submit an Alternative Testing Agreement (previously known as “Proctoring Form”)

Click on the box “Continue to Specify Alternative Testing Agreement”

Home » Instructor Homepage » Alternative Testing

Login As Feature

Return to Staff

Views and Tools

- Overview
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY ALTERNATIVE TESTING AGREEMENT

Select Class: NURS 2502.001 (SLN: 28400) - Pathophysiology

Continue to Specify Alternative Testing Agreement

PROCTORING YOUR OWN EXAM

Dear Professor:

You have the right to proctor a requested exam/quiz. You must administer the quiz or exam providing the necessary space, time, auxiliary aides or adaptive technology. As listed in The Letter of Accommodations.

If you are unable to administer the exam/quiz with requested accommodations you can use proctoring services at The Center for Accommodations and Support Services (CASS).

Select Class: NURS 2502.001 (SLN: 28400) - Pathophysiology Type: Select One Confirm

No Exam Has Been Uploaded

STEP 3

Fill out your Alternative Testing Agreement

Home » Instructor Homepage » **Alternative Testing**

ALTERNATIVE TESTING [List Exams](#) [Completed Exams Files](#) [Students' Courses](#)

Class: NURS 2502.001 - Pathophysiology (CRN: 28400)

ALTERNATIVE TESTING AGREEMENT DESCRIPTION	FACULTY / STAFF INSTRUCTION
<p>Type: Alternative Testing Agreement - FACULTY</p> <p>The University Code of Conduct will be upheld for all examinations proctored under CASS supervision. Professor must confirm the student has notified CASS of the exam and scheduled the appointment to take the examination at the CASS Office testing center. Violations of the University Conduct Code will be reported to the Professor and to the Office of Student Conduct and Conflict Resolution (OSSCR).</p>	<p>You have a student with a disability who is requesting an accommodation during an exam/quiz in the classroom. Depending on the student and the exam, one or more accommodations may be requested.</p>

Alternative Testing Agreement

1. **How will you deliver exam/quiz to CASS**

- Upload to CASS system (**Preferred Method**)
- Instructor/TA Drop-off at Union East Room 106
- Exam/quiz is administered online: Password Required
- Exam/quiz is administered online: No Password Required
- Additional Note or Comment:

Additional Note or Comment

STEP 4

Submit your Alternative Testing Agreement

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Midterm Minutes

Quiz Minutes

Additional Information

Instructor Phone Number * :
Hint: Enter 10-digit number only.

Additional Note:

Submit Alternative Testing Agreement

Questions? Contact Us!

Please contact our office if you have any questions regarding Alternative Testing request.

Center for Accommodations and Support Services
CASS

Phone Number: (915) 747-5148

Email: cass@utep.edu

You can proactively fill out the Alternative Testing Agreement at the start of the semester but will not be able to upload any exam/quiz until you get a request for an exam/quiz.

Please note the student **first** needs to log into AIM to request the exam/quiz **five (5) business days in advance**, before you can upload your test.

Once the student requests the exam/quiz, an email will be sent to you to inform you of the need for an exam/quiz along with a personalized link that allows you to upload the test.

The link to upload an exam/quiz can only be used once.