Dear Faculty,

We look forward to partnering with you again this semester. Due to COVID-19, processes across the university have changed to best ensure the health and safety of our students as well as staff. For the Spring 2021 Semester, the Testing Center continues to operate remotely and will provide limited services. Over the past semester, we have made improvements to our Exam proctoring process. What follows are a few updates:

Online Proctoring - This service is for exams that the entire class is required to take under proctored conditions. The Testing Center will proctor exams for approved students via Zoom and ensure that each student receives their approved accommodation(s).

- In-Person Proctoring - When it is necessary to proctor an exam in-person for a disabled student, the following criteria must be met:
  - The course is scheduled to meet in-person.
  - The course instructor requires that all enrolled students take the exam in-person.
  - Remote proctoring would be a fundamental alteration to the course.

The Testing Center will coordinate auxiliary aids such as readers and scribes for approved students for exams administered in Canvas, and other exams.

The Testing Center has changed some of its processes for Spring 2021 as it provides remote services. The most significant changes that will impact faculty are the following:

1. Students will sign up for exams using the University’s new Disability Service portal. Once a student submits an exam proctoring request, the appropriate faculty member will be notified via email from disabilityservices@csus.edu.
2. Click the link provided in the email and you will be directed to the faculty portal of the Disability Service portal https://disabilityservices.csus.edu/user/instructor/
3. You will be required to sign-in to your Sac Link account if you are not already signed in.
4. Once you have entered the portal, select courses and locate the respective course.
5. Then look to the right of the page under the ‘Options’ heading and select “Test and Quizzes.”
6. Locate the appropriate test date and under the ‘Actions’ heading select ‘Confirm/Edit.’
7. Follow the prompts and provide the requested information relevant to your exam. It is very important that you complete all the informational fields to ensure that the Testing Center accurately coordinates the identified student’s exam.
8. You will be given the option to upload the exam immediately. However, if the exam is Canvas based, or you do not have the exam available, you can always sign into the portal and upload your exam at a later date.

9. If the exam is not Canvas based, please submit all exams at least one business day prior to the scheduled exam date. You will receive a reminder email to upload or email your exam.

10. Please log into Canvas and ensure that you have appropriately adjusted each approved student’s accommodated exam and quiz time. If you need assistance with this process, please contact the Center for Teaching and Learning.