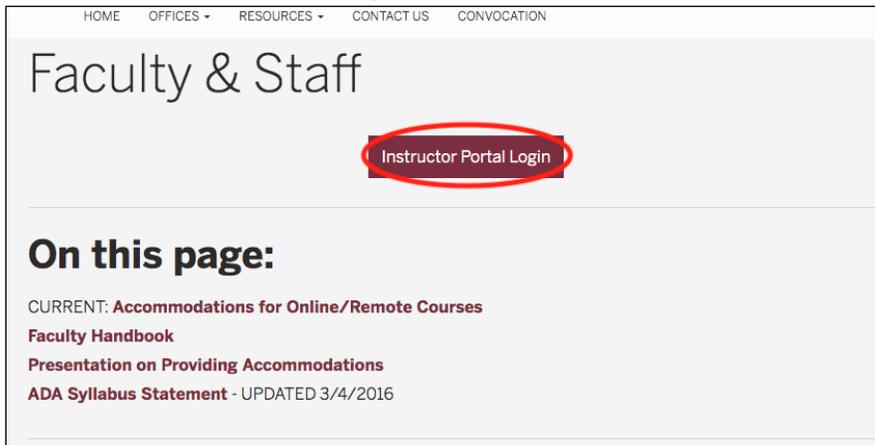
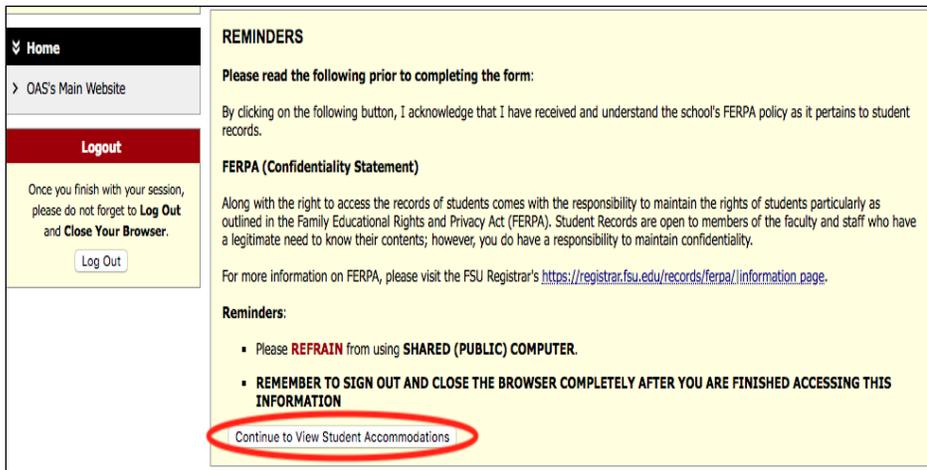


How to fill out an alternative testing contract

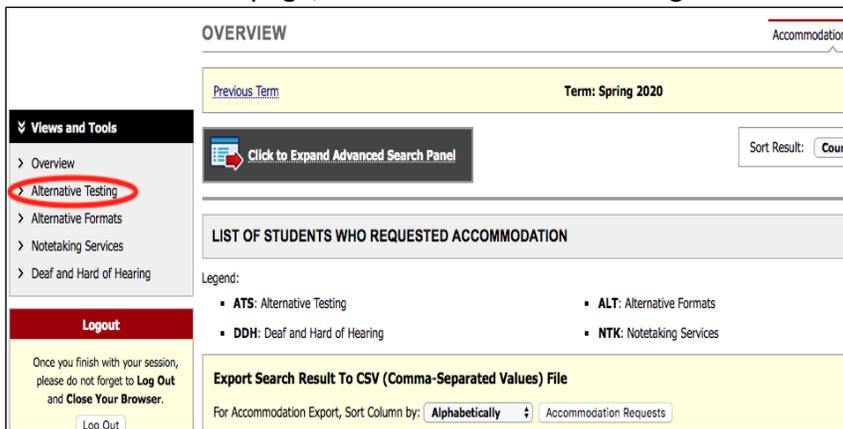
1. Go to <https://dsst.fsu.edu/oas/faculty>
2. Click on 'Instructor Portal Login'



3. Log in with your FSU ID and password
4. Under the 'INSTRUCTOR AUTHENTICATION PAGE,' click on 'Continue to View Student Accommodations'



5. In the 'OVERVIEW' page, click on 'Alternative Testing'



6. Select the class you want to fill out an alternative testing contract for and click on ‘Continue to Specify Alternative Testing Contract’

The screenshot shows a web form titled "ALTERNATIVE TESTING". Below the title is a section labeled "SPECIFY ALTERNATIVE TESTING CONTRACT". In this section, there is a dropdown menu labeled "Select Class:" with the selected option "MGF 1107.0007 (SLN: 5254) - Topics in Practical Finite Mathematics". Below the dropdown menu is a button labeled "Continue to Specify Alternative Testing Contract". Both the dropdown menu and the button are circled in red in the original image.

7. In the ‘ALTERNATIVE TESTING’ page, fill out the ‘Alternative Testing Contract’

The screenshot shows the "Alternative Testing Contract" form. It contains the following fields and options:

- 1. **Instructor email address (for faculty teaching class) ***: A text input field.
- 2. **TA email address (if applicable): ***: A text input field.
- 3. **How will tests/exams be delivered to the OAS? ***: A group of radio button options:
 - Upload exam to the secure OAS website at least 48 hours in advance (upload instructions will be included in the reminder email you will receive)
 - Deliver hard copy to OAS at least 48 hours in advance
 - Student will deliver in envelope, signed and sealed by the instructor
 - Email to oas-testing@fsu.edu
 - Online exam/test: Password will be sent by instructor to oas-testing@fsu.edu
 - Online exam/test: Password will be provided by ODL (FSU Testing Center)
- Additional Note or Comment**: A text area for providing extra information.

8. When you are done filling out the contract, click on ‘Submit Alternative Testing Contract’ to complete the process

The screenshot shows the "Exam Type(s)" and "Additional Information" sections of the form. The "Exam Type(s)" section includes the instruction "Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations" and several input fields for exam lengths:

- Final: Minutes
- Make Up: Minutes
- Midterm: Minutes
- Quiz: Minutes
- Test: Minutes

The "Additional Information" section includes:

- Instructor Phone Number *: Hint: Enter 10-digit number only.
- Additional Note: A text area for providing extra information.

At the bottom of the form, there is a button labeled "Submit Alternative Testing Contract" which is circled in red in the original image.

Questions?

Please contact our office if you have any questions or concerns regarding Alternative Testing request by emailing: oas-testing@fsu.edu