# Completing a Testing Services Proctoring Agreement Guide

Notes:

‹ Instructors must complete a Testing Services Proctoring Agreement if Testing Services will proctor any accommodated exams for their course section.

‹ Complete the Testing Services Proctoring Agreement one time per course section per quarter.

‹ The Testing Services Proctoring Agreement will apply to all students with AccessibleNU-approved test accommodations in the course section.

1.

Accommodations button.

‹ The ANU Faculty Portal can be accessed from the [AccessibleNU homepage](#).

2. Click .

3. .

4.

5.

6.
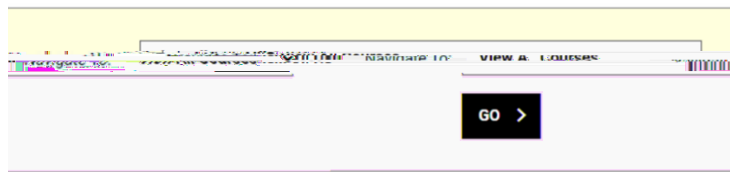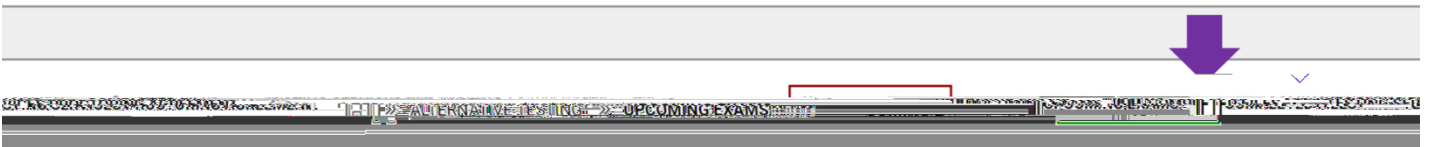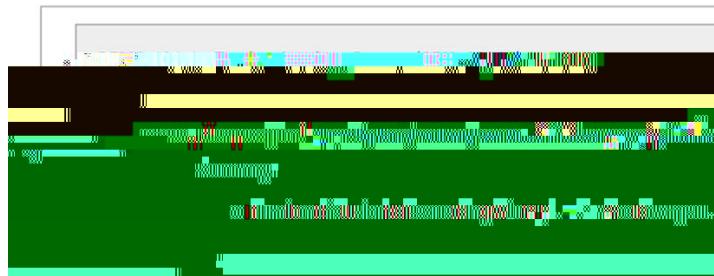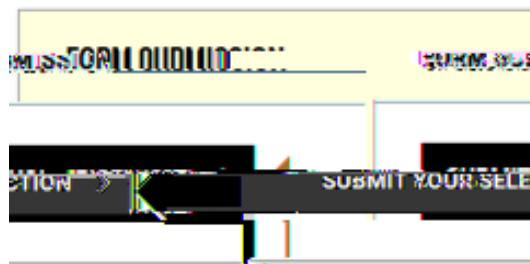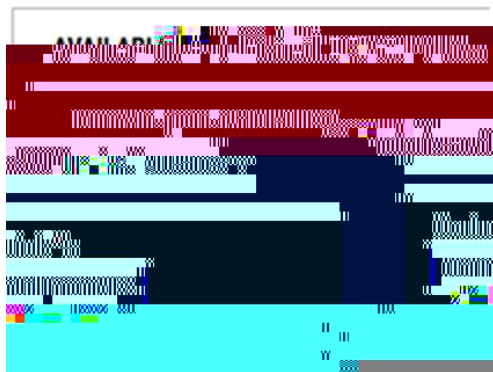
‹ Select the "Exam Management Method" that is appropriate for your course from the dropdown menu.
  o If Testing Services will proctor at least 1 exam for at least 1 student, choose "Testing Services Will Proctor Exams."
  o Select "Confirm to Proceed" from the "Confirm Task" dropdown menu.
  o Click "Submit Your Selection."

7. s **Details page.**

‹ The details provided will apply to all tests proctored at the Testing Services office for the quarter unless otherwise specified.
‹ Provide your phone number in the "Contact Information" box.
‹ Click "Submit and Continue to Specify Exam Dates" to save your information and move on.

8.
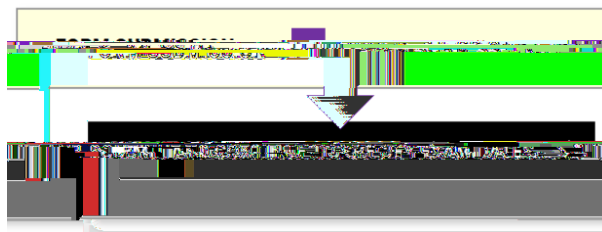
Approval Method Notes

‹ The ANU Faculty Portal now includes an additional level of instructor approval for all exam appointments based on the flexibility with which you allow students to schedule exams.

‹ The "Approval Method" dropdown menu allows instructors to decide their level of involvement in approving student exam appointment requests.

　　o Choose "Approve if Scheduled on the Specified Date and Time" if you would like to receive an email and request for approval if a student appointment is requested for a date and time that do not exactly match your Proctoring Agreement.

　　o Choose "Approve if Scheduled on the Specified Date" if you would like to receive an email request for approval if the student appointment is requested for a different date than specified in your Proctoring Agreement.

　　o Choose "Approve if Scheduled on Any Date" if you would not like to receive any approval request emails for student exam appointments.

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