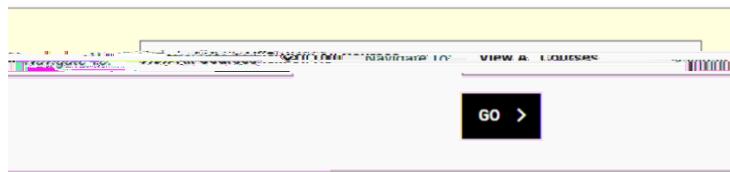
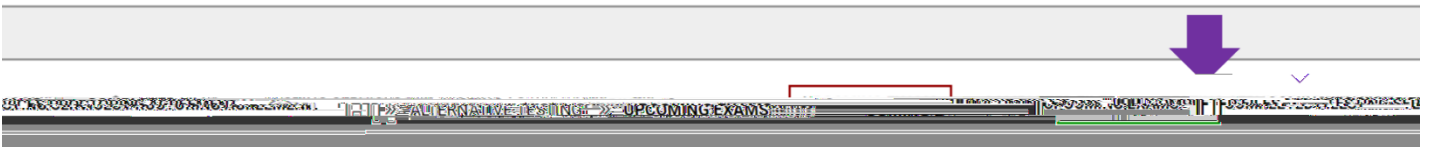




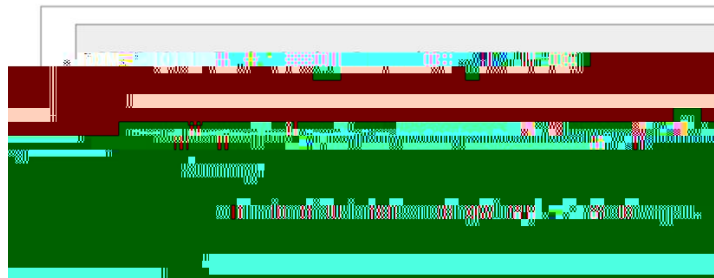
## AccessibleNU

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

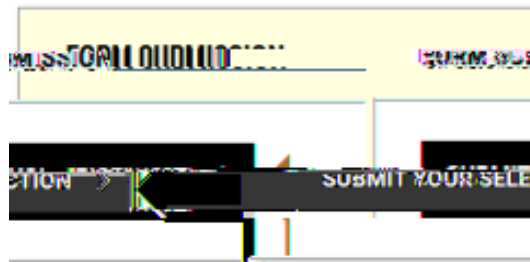
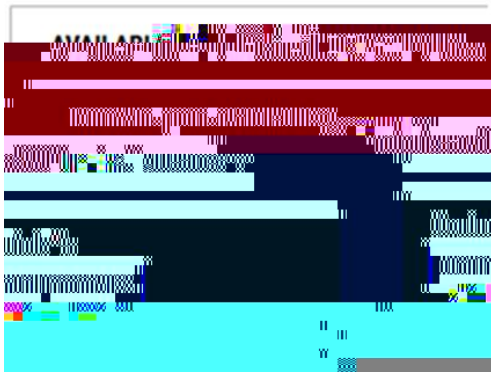




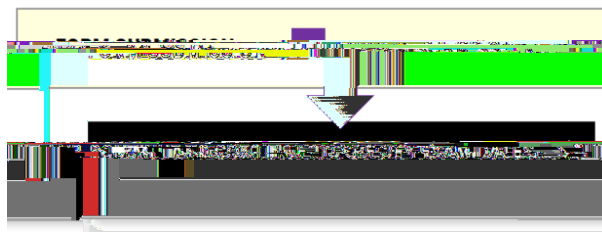
## AccessibleNU



- < 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."



- < 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.





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- < 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.
  - 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.
  - 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.
  - 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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