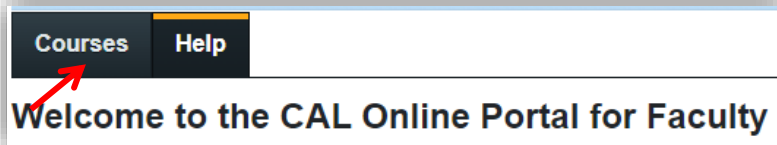


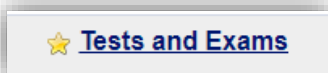
Guide to approving a test/exam booking

1. Login to [CAL Faculty Portal](#), click 'Courses'



2. This will bring you to the 'Courses' screen which will show all of the courses for the term that are connected to a student with accommodations.

A star beside the course will indicate future tests booked. Click 'Tests and Exams'

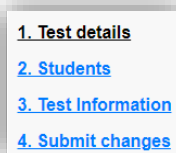


★ indicates that there is at least one future test/exam in the system for the course


3. Click 'Confirm/Edit' beside the test request you would like to approve

Tests and exams:					
Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	February 8 Tuesday (2022)	12:30 PM (60 minutes) <small>Last modified: 2022-01-13</small>	✔ Yes	Submit file	Confirm/Edit
Test	January 25 Tuesday (2022)	12:30 PM (30 minutes) <small>Last modified: 2022-01-14</small>	✔ Yes	Submit file	Confirm/Edit

There are **4 steps** to complete a test request. Clear instructions for each step are available on the online portal.



Step 1 – Test Details (approving/editing test date, start time and duration)

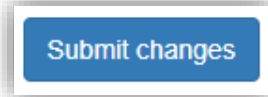
Date of test:	<input type="text" value="2-8-2022"/>	
Test start time:	<input type="text" value="12:30pm"/>	
Test end time:	<input type="text" value="1:30pm"/>	

Step 2 – Students (List of students scheduled)

2. Students scheduled to-date for

Step 3 – Test Information (providing proctoring instructions and test details)

Step 4 – Submit Changes (Confirm details and click ‘Submit Request’) and wait for the ‘Test has been booked successfully’ screen.



Online Tests:

CAL Test Services will send to the faculty a list of all students and their test accommodations several days before the test.

Faculty can work from that list to make the appropriate adjustments in Brightspace to ensure that the test settings are accurate for each accommodated student. Information on how to make these adjustments in Brightspace can be found [HERE](#).

Paper-based test:

A confirmation will be sent to your AC email with the students in your course who are writing with CAL Test Services and the steps for submitting your test.

Please submit each test at least **two (2) business days [four (4) days for final exams]** before the scheduled test date using **one** of the options below:

Option 1: Email Submission

- Reply to the confirmation email sent
- Attach the test file
- CAL Test Services will print the test

Option 2: In-Person Submission

- Attach a printed copy of the confirmation email to the test
- Drop off the test at room E304e
- Hours: Monday to Friday, 8:00 a.m. – 8:00 p.m.