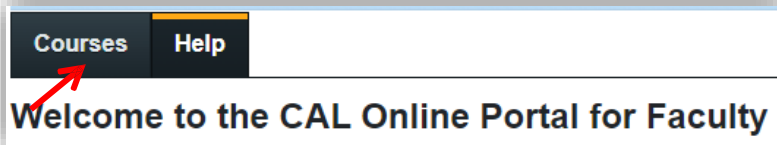


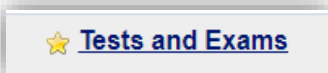
Guide to approving a test/exam booking

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'

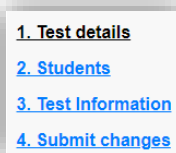


★ indicates that there is at least one future test/exam in the system for the course


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)

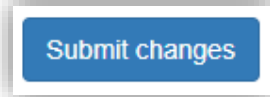
Date of test:	<input type="text" value="2-8-2022"/>	
Test start time:	<input type="text" value="12:30pm"/>	
Test end time:	<input type="text" value="1:30pm"/>	

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.



Virtual Tests

- Faculty can 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](#).
- CAL Test Services will create a Zoom invite and send it to students receiving test accommodations and will share it with Faculty.
- At the time of the test, a CAL Test Services proctor will login to Zoom to start the test for your accommodated students and closely supervise them throughout the session. If there is a question or a problem, the proctor will contact Faculty immediately. Faculty are always free to visit the test session to see how things are going, but it is not necessary.
- Once the test is finished, the CAL Test Services proctor will send a report to the faculty member letting them know how the session went; including a detailed report of any issues or incidents that may impact the academic integrity of the test.

In Person Paper-Based Test

- Tests can be dropped off to the CAL mailbox #86 in the mailroom at least 48 hours (2 business days) in advance. Final exams can be dropped off four (4) business days in advance.

In Person Online Tests

- Faculty can 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](#).