

WSU Spokane Faculty MyAccess

QUICK Instructions for Completing the Alternative Testing Agreement

1. Go to <https://spokane.wsu.edu/studentaffairs/disability-resources/faculty-access/> and click on “Faculty Portal Login” in the middle of the page. Log in using your WSU network ID and password.
2. Click on “Continue to View Student Accommodations.”
3. Click on “Alternative Testing” on the left side of the page.
4. IMPORTANT: If you have no exams for your course OR if your exams do not need a proctor OR if you are proctoring your own exams, then select the course under “Proctoring Your Own Exam” and select the correct option to the right.
5. If you wish your exams to be proctored by the Student Affairs office, then select the appropriate type of ATA for your campus and exam structure, then click Continue to Specify ATA.
6. IMPORTANT NOTES WHILE COMPLETING THE ATA
 - a. Instructor Phone Number: Do not enter your cell phone number in #5 unless it’s okay for students to have access to your cell phone number. If you want the proctor to be able to contact you with questions during the exam, enter your cell phone # in the area under “Additional Information” near the bottom of the form. This field is kept confidential and students do not have access to this information. This is a required field, but if students are not permitted to ask questions or you will not be available via phone during exams, please enter 10 “1”s.
 - b. Multiple Sections: If your testing instructions are applicable to both Spokane and Yakima sections, you may request in the Additional Note section directly under the Instructor Phone Number that we should copy the ATA to the other section(s) of your course.
7. If you need assistance with this, please contact the Testing Center at spok.sserv.test@wsu.edu.

To Submit Tests or Additional Testing Materials for Students:

Once you have completed your Alternative Testing Agreement, students may schedule their exams with the Testing Center in MyAccess. You’ll be able to see those students on the Alternative Testing page at the bottom of the page under List Alternative Testing Agreements. Once a student has scheduled their exam, you’ll be able to see that at the bottom of the Alternative Testing Agreements page. You click on “Upload Exam” to upload the exam or any other exam materials.