

This step-by-step guide will show the user how to fill out the proctoring agreement for an exam. As well as how to upload the exam file if it needs to be added later or if the step was missed while setting up the proctoring agreement.

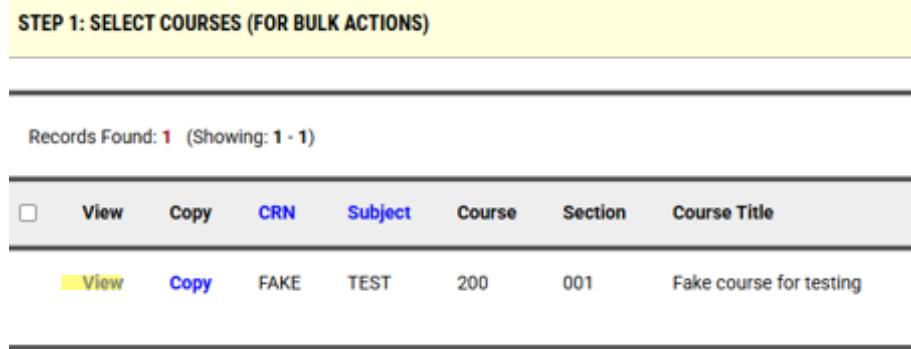
Proctoring Agreement for Course:

1. Log into the [DS Instructor Portal](#) and click on the Alternative Testing module located on the left-hand side of the dashboard.
2. In the upper right corner, click on “**Proctoring Agreement**.”



The screenshot shows a navigation bar with links for ALTERNATIVE TESTING, PROCTORING AGREEMENT, UPCOMING EXAMS, COMPLETED FILES, PROCTORING AGREEMENT (which is highlighted with a yellow box), and EXAM DATES. Below the navigation is a section titled "IMPORTANT MESSAGE" with a note about completing proctoring agreements for course sections. A table lists one course record: CRN FAKE, Subject TEST, Course 200, Section 001, and Course Title Fake course for testing.

3. You can also click on the blue “**View**” link to get into the course from the main Alternative Testing dashboard.



The screenshot shows a table with a single course record. The "View" link in the first column is highlighted with a yellow box. The table columns are: View, Copy, CRN, Subject, Course, Section, and Course Title. The data for the record is: View (highlighted), Copy, FAKE, TEST, 200, 001, Fake course for testing.

4. Click on the blue tab “**Proctoring Agreement**.”

TEST 200.001 - FAKE COURSE FOR TESTING (CRN: FAKE)

[PROCTORING AGREEMENT](#) [LIST EXAM DATES](#) [COPY PROCTORING AGREEMENT](#)

5. Add “**Contact information**” and answer the “**List of Questions**”.

INFORMATION <p>Please complete the Proctoring Request with your instructions for all examinations for the entire COURSE to the best of your knowledge. You will have another opportunity to update additional information for each exam date as requests are scheduled.</p>	LIST OF QUESTIONS <p>Question 1: What is the best way to reach you for questions during an exam session? *</p> <p><input type="checkbox"/> No Questions <input type="checkbox"/> Phone Call (Additional Comment Required) <input checked="" type="checkbox"/> Teams Message <input type="checkbox"/> UCCS Email</p> <p>Additional Comment:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Question 2: Please indicate proctoring instructions for exams/quizzes for course. You will be able to indicate any specific proctoring instructions with each exam request.</p> <p>Materials ALLOWED during exam session: *</p> <p><input type="checkbox"/> Blue/Green Book <input checked="" type="checkbox"/> Calculator (note below the type of Calculator) (Additional Comment Required) <input type="checkbox"/> Cue Card (note below the type of Cue Card, Notes Page) (Additional Comment Required) <input type="checkbox"/> Open Textbook <input checked="" type="checkbox"/> Personal Laptop <input type="checkbox"/> Scantron (note below the type of Scantron) (Additional Comment Required) <input checked="" type="checkbox"/> Testing Center Computer</p> <p>Additional Comment *:</p>
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6. Next Click on the blue “**List Exam Dates**” to add the Exam Dates and details.

TEST 200.001 - FAKE COURSE FOR TESTING (CRN: FAKE)

[PROCTORING AGREEMENT](#) [LIST EXAM DATES](#) [COPY PROCTORING AGREEMENT](#)

7. Fill out the **Exam Details** and **Exam Date Instructions**.

EXAM DETAIL

Type *: Exam/Quiz

Approval Method *:

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Approve If Scheduled on Any Date

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

12/05/2025 

Approval Grace Period:

Hint: Use this optional field to identify an automatic approval window where exam requests will be automatically approved. This field is only considered when Approval Method is 'Approve If Scheduled on the Specified Date and Time' or 'Approve if Scheduled on the Specified Date'.

Select Type  Number of Business Days 

Time:  10 AM  15 

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

60

Skip Automated Exam Reminder:

No 

Additional Note For Staff: 

EXAM DATE INSTRUCTIONS

Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)? *

Midterm 2

Question 2: Please indicate proctoring instructions for this exam/quiz.

Materials ALLOWED during exam/quiz session: *

Blue/Green Book

Calculator (note below the type of Calculator) (Additional Comment Required)

Cue Card (note below the type of Cue Card) (Additional Comment Required)

Open Textbook

Other (note below) (Additional Comment Required)

Personal Laptop

Scantron (note below the type of Scantron) (Additional Comment Required)

Testing Center Computer

Additional Comment *:

This is the same as the proctoring agreement (course) review to see if the right Exam Instructions template is linked.

8. Find the **Uploading Exam Box** to attach the exam associated with the exam date & proctoring agreement.

Note: Required fields are marked with an asterisk (*).

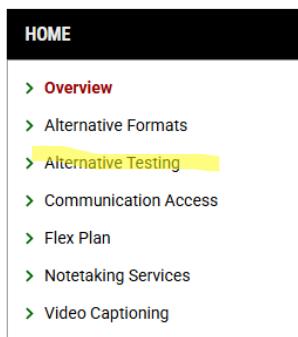
EXAM DETAIL	EXAM DATE INSTRUCTIONS	UPLOAD EXAM FILE
Type *: <input type="button" value="Select One"/>	Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)? * <input type="text"/>	Note: Exam files can be added on a continual basis. Title Or Exam File Note: <input type="text"/>
Approval Method *: <i>Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.</i> <input type="button" value="Select One"/>	Question 2: Is the exam held in Canvas? * <input type="radio"/> No <input type="radio"/> Yes (note below password or instructions) (Additional Comment Required) Additional Comment: <input type="text"/>	Select File: <input type="button" value="Choose File"/> No file chosen

9. Once the proctoring agreement has been complete, click “**Update and View Exam Dates**” to submit the form.

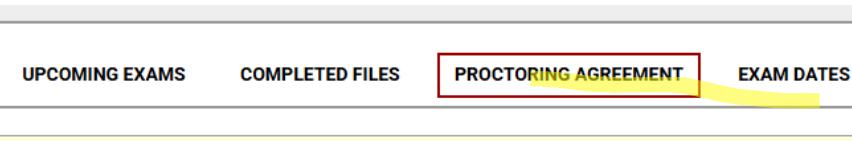
FORM SUBMISSION

How to Uploading Exam to after Submitting the Proctoring Agreement

1. Click on the **Alternative Testing** module located on the left had side of the dashboard after logging into the [DS Instructor Portal](#).



2. Go to the **Proctoring Agreement**.

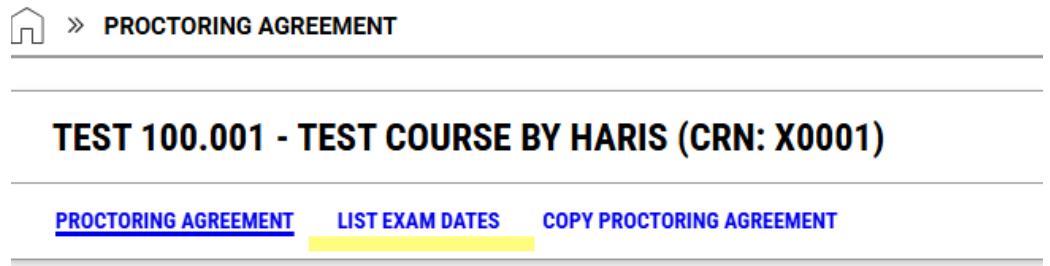


3. Scroll down to the list of Exam Dates to select and click on the blue "View" link.

A screenshot of the 'Exam Dates' list. At the top, there is a 'REFINE SEARCH' button. Below it is a yellow header bar with the text 'STEP 1: SELECT COURSES (FOR BULK ACTIONS)'. The main list area has a header row with columns: 'View', 'Copy', 'CRN', 'Subject', 'Course', 'Section', and 'Course Title'. There are two data rows:

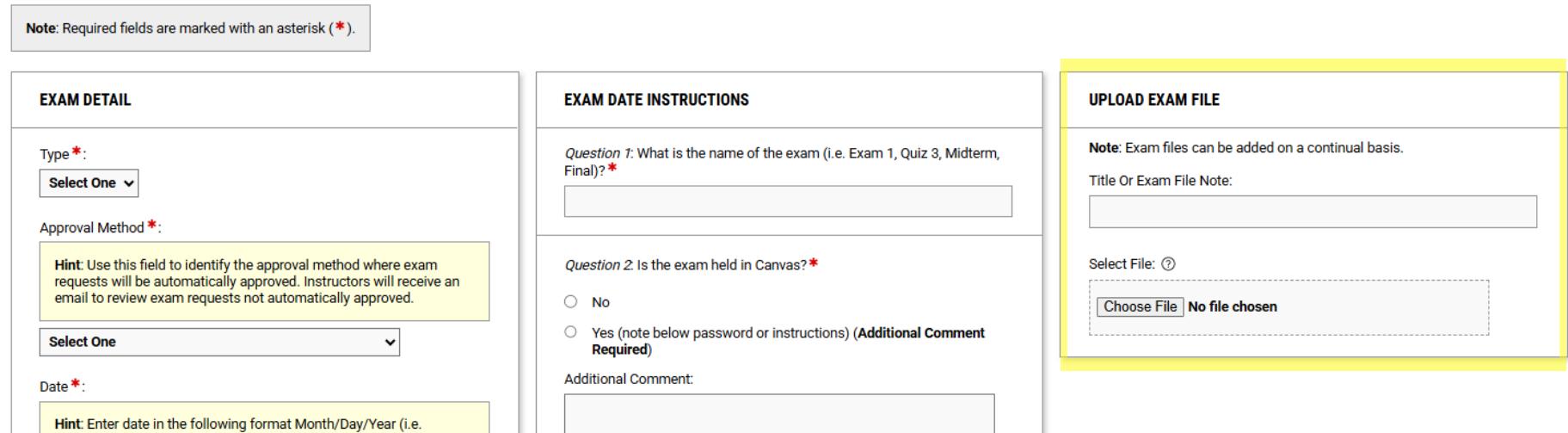
View	Copy	CRN	Subject	Course	Section	Course Title
View	Copy	X0001	TEST	100	001	Test Course By Haris
View	Copy	FAKE	TEST	200	001	Fake course for testing

4. Click on the blue “**List Exam Dates**” tab located at the top.



The screenshot shows a web page titled "TEST 100.001 - TEST COURSE BY HARIS (CRN: X0001)". At the top, there is a navigation bar with three tabs: "PROCTORING AGREEMENT" (underlined in blue), "LIST EXAM DATES" (highlighted with a yellow box), and "COPY PROCTORING AGREEMENT". Below the tabs, there is a note: "Note: Required fields are marked with an asterisk (*)."

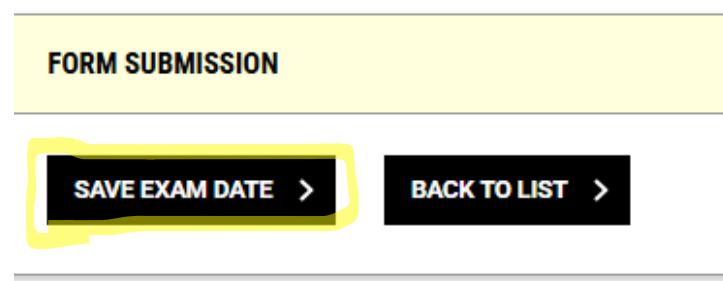
5. Look past the Exam Detail and Instruction boxes (make sure these are filled out).
6. Find the **Uploading Exam Box** to attach the exam associated with the exam date & proctoring agreement.



The screenshot shows three main sections: "EXAM DETAIL", "EXAM DATE INSTRUCTIONS", and "UPLOAD EXAM FILE".

- EXAM DETAIL:**
 - Type*:
 - Approval Method*:
 - Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.
 - Select One
 - Date*:
 - Hint: Enter date in the following format Month/Day/Year (i.e. 01/01/2024)
- EXAM DATE INSTRUCTIONS:**
 - Question 1: What is the name of the exam (i.e. Exam 1, Quiz 3, Midterm, Final)?*:
 - Question 2: Is the exam held in Canvas?*:
 - No
 - Yes (note below password or instructions) (Additional Comment Required)
Additional Comment:
- UPLOAD EXAM FILE:**
 - Note: Exam files can be added on a continual basis.
 - Title Or Exam File Note:
 - Select File:

7. After uploading the exam, click the black “**Save Exam Date**” button to save the changes.



The screenshot shows a "FORM SUBMISSION" section with two buttons at the bottom: "SAVE EXAM DATE >" (highlighted with a yellow box) and "BACK TO LIST >".